

## Checklist to Postpone a Small Claims Trial

Keep a copy of all documents for your records.  
Attend all court hearings.

### (1) Motion to Postpone

- Write your name and contact information at the top of the first page. Check whether you are the plaintiff or defendant or the attorney for the plaintiff or defendant.
- Complete the heading exactly as it appears in the Affidavit and Summons.
- Write the date that the trial is scheduled and your reason for asking that it be postponed.
- Omit any private or protected information. When filed, this document is a public record. Code of Judicial Administration [Rule 4-202.09\(9\)](#) requires that you omit from a public record any information that is not itself public information. For a list of records, data and information classified as public, private, and protected, see [Rule 4-202.02](#).
- Date and sign the form.
- Attach the proposed Order
- Complete the Certificate of Service.
- Serve the forms on the other party.
- File the forms with the judicial service assistant.

### (2) Proposed Order on Motion to Postpone

- Complete the heading exactly as it appears in the Affidavit and Summons.
- Do not complete the rest of the form. The judge will do this.
- File and serve the proposed Order with the Motion.
- You must serve the completed Order on the other party after it is signed.

### (3) After the judge signs the order

- Serve a copy of the signed order on the other party.
- Complete the Certificate of Service.
- File the Certificate of Service with the judicial service assistant.