

# Request for an adjournment

Administrative Court Office at Leeds

Leeds Combined Court

1 Oxford Row

Leeds

West Yorkshire

LS1 3BG

**All requests must be made no later than 2 working days before the hearing.**

A request for an adjournment can be considered only when the views of all parties have been received.

It is the responsibility of the party seeking the adjournment to ensure the views of all parties are included in this form before it is lodged with the court. All parties must sign this form before the court can deal with your request for an adjournment.

Where there are more than 3 parties, please use additional forms. Please note that there is a fee payable for any application to adjourn made within 14 days of the hearing date, unless you are entitled to fee remission, in which case you must lodge an Application for a Remission of Fee (Form Ex160) with your application.

Case Title

Case Ref No:

Date of hearing:

/ /

**For completion by the party seeking the adjournment**

Are you the  Claimant  Defendant  Interested Party

**Reasons for requesting adjournment:**

Has a request for adjournment been made previously?  Yes  No

If Yes, please supply details:

Signed:

Print name:

Date:

/ /

**For completion by other parties**

Are you the  Claimant  Defendant  Interested Party

Do you oppose the adjournment?  Yes  No

**If Yes, please give reasons:**

Signed:

Print name:

Date:

/ /

**For completion by other parties**

Are you the  Claimant  Defendant  Interested Party

Do you oppose the adjournment?  Yes  No

**If Yes, please give reasons:**

Signed:

Print name:

Date:

/ /

**Send your completed form and the appropriate fee or form Ex160 to the address above.**