

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.

 Name

 Address

 City, State, Zip

 Phone

 Email

In the District Justice Court of Utah

Fourth Judicial District Wasatch County

Court Address 1361 S Hwy 40, Suite 100, Heber City, UT 84032

<p>_____ Plaintiff</p> <p>v.</p> <p>_____ Defendant</p> <p>and</p> <p>_____ Defendant</p>	<p>Order on Motion to Postpone Small Claims Case</p> <p>_____ Case Number</p> <p>_____ Judge</p>
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1. This matter comes before the court on a motion by Plaintiff Defendant
2. The court being fully informed, the Motion is:
 Denied Granted
3. A trial is scheduled for:

Courthouse Address (Dirección del tribunal):

 Date (Fecha) _____ Time (Hora) _____ : _____ a.m. p.m.

Room (Sala) _____ Judge (Juez) _____

Attendance. You must attend. If you do not attend, you might be held in contempt of court and the relief requested might be granted. You have the right to be represented by a lawyer.

Asistencia. Presentarse es obligatorio. Si usted no llegara a presentarse, se lo podría encontrar en desacato de las órdenes del juez y la reparación solicitada podría ser otorgada. Usted tiene el derecho de que lo represente un abogado.

Evidence. Bring with you any evidence that you want the court to consider.

Pruebas. Traiga con usted cualquier prueba que quiera que el tribunal tome en cuenta

Interpretation. If you do not speak or understand English, the court will provide an interpreter. Contact court staff immediately to ask for an interpreter.

Interpretación. Si usted no habla ni entiende el Inglés el tribunal le proveeré un intérprete. Contacte a un empleado del tribunal inmediatamente para pedir un intérprete.

ADA Accommodation. If you need an accommodation, including an ASL interpreter, contact court staff immediately to ask for an accommodation..

Adaptación o Arreglo en Caso de Discapacidad. Si usted requiere una adaptación o arreglo, que incluye un intérprete de la lengua de signos americana, contacte a un empleado del tribunal inmediatamente para pedir una adaptación.

[] The moving party shall pay the other party \$ _____ costs associated with this matter.

Judge's signature may instead appear at the top of the first page of this document.

Date

Signature ► _____
Judge _____

Certificate of Service

I certify that I filed with the court and am serving a copy of this Order on Motion to Set Aside Dismissal or Default Judgment – Small Claims Case on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

_____ Date

Signature ► _____

Printed Name _____

Name

Address

City, State, Zip

Phone

Check your email. You will receive information and documents at this email address.

Email

I am Plaintiff/Petitioner Defendant/Respondent
 Plaintiff/Petitioner's Attorney Defendant/Respondent's Attorney (Utah Bar #: _____)

In the District Justice Court of Utah

Fourth Judicial District Wasatch County

Court Address 1361 S Hwy, Suite 100, Heber City, UT 84032

Plaintiff

v.

Defendant

And

Defendant

Motion to Postpone Small Claims Case

Case Number

Judge

I request the trial scheduled for _____ (date) be postponed because:

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at _____ (city, and state or country).

_____ Date

Signature ► _____

Printed Name _____

Certificate of Service

I certify that I filed with the court and am serving a copy of this Motion to Postpone Small Claims Case on the following people.

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_____ Signature ► _____
 Date Printed Name _____