

SMALL CLAIMS- REQUEST TO POSTPONE TRIAL

SELF-HELP FORM PACKET



SHC-SC-03 (Rev. 07/01/2025)

Self-Help Services can review your completed forms before you file them with the Court. To request review of your completed forms:

1. Complete the attached forms in black ink.
2. Scan your completed forms and save as a single PDF file.
3. Go to **www.occourts.org/self-help** (click the blue button labeled *Click Here to Contact Self-Help Services*), attach the PDF, and complete the online request form. Make sure to select CIVIL as the case type on the form.

See instructions on other side.

1 My name is: _____
Mailing address: _____

Phone: _____

I am a (*check one*): ☐ plaintiff ☐ defendant in this case.

2 My trial is now scheduled for (*date*): _____

3 I ask the court to postpone my trial until (*approximate date*): _____

4 I am asking for this postponement because (*explain*):
☐ Check here if there is not enough space for your answer. Put your answer on an attached sheet of paper and write "SC-150, Item 4" at the top.

5 If your trial is scheduled within the next 10 days, explain why you did not ask for a postponement sooner.
☐ Check here if there is not enough space for your answer. Put your answer on an attached sheet of paper and write "SC-150, Item 5" at the top.

6 **Has your claim been served by a method allowed by law?** (*See form SC-104B, What Is "Proof of Service"?, for information about how the claim can be served. Check and complete all that apply*):

☐ Check here if there is not enough space for your answer. Put your answer on an attached sheet of paper and write "SC-150, Item 6" at the top.

a. ☐ No. I am a defendant and have not filed a claim in this case.

b. ☐ Yes. The parties listed below have been served:

(1) _____, who lives in: _____, was served on: _____
name county date

(2) _____, who lives in: _____, was served on: _____
name county date

c. ☐ No. The parties listed below have not been served (*list names*):

(1) _____ (2) _____

d. ☐ I do not know. The court clerk mailed my claim, and I do not know if the court received the signed receipt for these parties (*list names*):

(1) _____ (2) _____

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print your name

Sign here

Instructions for form SC-150, *Request to Postpone Trial*

(This page is **not** part of form SC-150 and does not need to be copied, served, or filed.)

Who can use this form?

- Anyone who filed a small claims case and wants to postpone or reschedule the trial for any good reason, including because he or she has not served all of the defendants
- Anyone who was sued in a small claims case and wants to postpone or reschedule the trial for any good reason

Do I have to use this form?

No. You may write a letter instead of using this form. Your letter should explain why you want to change your court date and include the other information that is requested on this form.

How do I ask for a postponement?

- Fill out form SC-150, *Request to Postpone Trial* (on the other side of these instructions), or write a letter that includes the information requested on this form.
- Have all other parties in your case served with a copy of your request. You may serve by mail or in person. Use form SC-104, *Proof of Service*, or form SC-112A, *Proof of Service by Mail*.
- File your request and the completed *Proof of Service* with the small claims court clerk. You may have to pay a \$10 fee, depending on when (or if) the claim was served. If you cannot afford to pay a required fee, see form FW-001-INFO, *Information Sheet on Waiver of Superior Court Fees and Costs*.

How will I know the court's decision?

If the court postpones the trial, the court will mail a notice with the new hearing date to all plaintiffs and defendants in this case.

If the court does not postpone the trial, the trial will be on the date when it is currently scheduled. The court will notify the person who filed the *Request*.

If you do not hear from the court, you should go to court on the scheduled trial date.



Need help?

For free help, contact your county's small claims advisor:
[local info here]

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

See instructions on other side.

☒ This form is attached to the document checked in (2) below.

1 Server's information

Name: _____ Phone: _____

Street or mailing address: _____

City: _____ State: _____ Zip Code: _____

☐ Check here if you are a registered process server, and write:

County where registered: _____ Registration #: _____

2 Form or document served

a. ☐ Form SC-105, *Request for Court Order and Answer*

b. ☐ Form SC-109, *Authorization to Appear*

c. ☐ Form SC-114, *Request to Amend Claim Before Hearing*

d. ☐ Form SC-133, *Judgment Debtor's Statement of Assets*

e. ☐ Form SC-150, *Request to Postpone Trial*

f. ☐ Form SC-221, *Response to Request to Make Payments*

g. ☐ Other document allowed to be served by mail (specify): _____

☐ Check here if there is not enough space below to list the document served. List the document on a separate page, and write "SC-112A, Item 2" at the top.

3 Server's declaration

a. I am 18 or older. I am not a party to this small claims case. I live or work in the county where I did the mailing described below.

b. I placed copies of the document checked in (2) and an unsigned copy of this page in a sealed envelope, addressed as follows:

☐ Check here if there is not enough space below to list all parties served. List their names and addresses on a separate page, and write "SC-112A, Item 3" at the top.

Name of party served	Mailing address on the envelope

c. On (date of mailing): _____, I placed each envelope in the mail, with postage paid, at (city and state of mailing): _____

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print server's name

Server signs here

Instructions for form SC-112A, *Proof of Service by Mail*

(This page is **not** part of the *Proof of Service* and does not need to be copied, served, or filed.)

Form SC-112A can be used to show the court that these documents were served by mail:

- Form SC-105, *Request for Court Order and Answer*
- Form SC-109, *Authorization to Appear*
- Form SC-114, *Request to Amend Claim Before Hearing*
- Form SC-133, *Judgment Debtor's Statement of Assets*
- Form SC-150, *Request to Postpone Trial*
- Form SC-221, *Response to Request to Make Payments*
- Other documents that are allowed to be served by mail

Form SC-112A cannot be used to prove service of these forms:

- Form SC-100, *Plaintiff's Claim and ORDER to Go to Small Claims Court*
- Form SC-120, *Defendant's Claim and ORDER to Go to Small Claims Court*

For information about serving these forms, see form SC-104, *Proof of Service*, and form SC-104B, *What Is "Proof of Service"?*

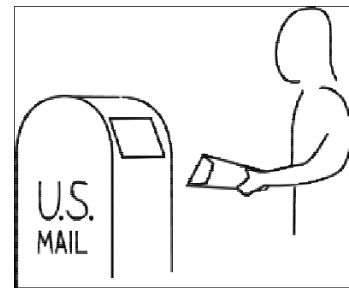
The server (the person who will do the mailing):

- **Must not** be a party (plaintiff or defendant) in the case
- **May** be a friend, relative, co-worker, or other helpful person
- **Must** be 18 or older
- **Must** live or work in the county where the mailing takes place

Follow these steps to use form SC-112A:

1. Prepare form SC-112A by filling in:

- The case number
 - The document to be served, in item ②*
 - The names and addresses of the parties to be served, in item ③
- *Prepare a separate form SC-112A for each document to be served.



2. Give the server:

- The partially completed form SC-112A
- One copy of the document to be served for each party to be served

3. Ask the server to:

- Fill out the remainder of the form SC-112A.
- Mail *each party to be served*:
 - An unsigned copy of the completed form SC-112A and
 - The document to be served (checked in item ②).
- Sign a separate form SC-112A for each document served and give it to back you.

4. File these papers with the small claims court clerk:

- The original of each document served, with
- The signed, original *Proof of Service by Mail* attached



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[local info here]

Or visit selfhelp.courts.ca.gov/small-claims-advisor.

On (date): _____ (name): _____

filed a request to postpone the trial in this case.

The court orders:

① ☐ **The Request to Postpone Trial is approved, and the court orders** the trial is postponed as indicated in ③.

② ☐ **The Request to Postpone Trial is denied because:**

- a. ☐ The Request did not include a good reason for the postponement.
- b. ☐ The Request was not filed at least 10 days before the hearing and did not include a good reason for the late request.
- c. ☐ The required \$10 filing fee was not paid.
- d. ☐ Other: _____

☐ Continued on Attachment SC-152, item 2(d).

Fill in the court name and street address:

Superior Court of California, County of

Fill in your case number and case name:

Case Number:

Case Name:

③ **The trial will be held as follows:**

Hearing
Date

→ _____ Time: _____ Dept. _____

Name and address of court if different than address above:



Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the trial. Contact the clerk's office for *Request for Accommodations by Persons With Disabilities and Response* (form [MC-410](#)). (Civ. Code, § 54.8.)

④ **The clerk will mail a copy of this order to:**

- a. ☐ The person who asked for the postponement.
- b. ☐ All plaintiffs and defendants at the addresses listed in the court's records.

Date: _____

Judicial officer



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