

Application to Adjourn an Appearance or Hearing Federal Contraventions Act

Complete and Submit Form to the Appearance/Hearing Location

Federal Contravention Violation Ticket Number
Court Appearance/Hearing Location
Date of alleged contravention

To: _____ Court Registry

Fax/email: _____

Applicant: Disputant / Agent

(Please check as applicable)

<input type="checkbox"/> Prosecutor – I have consulted with disputant and determined their position and informed them of their right to appear and oppose the adjournment application: <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes, disputant was notified by: <input type="checkbox"/> Telephone <input type="checkbox"/> Letter (copy attached) <input type="checkbox"/> In person

In the case of _____
Last Name First Name

Mailing Address: _____
State full mailing address, include postal code (if applicable, PO Box number)

Telephone: _____ Email address or fax number: _____

Court Date: _____ Time: _____ Courtroom: _____

I am requesting an adjournment of: an appearance or a trial/hearing for the following reason(s):
(If more space is required, add more pages - Attached)

Supporting Documents Attached (Please attach any documentation (ie. proof of travel) that may support your adjournment application)

Print Name _____ Signature of Disputant/Prosecutor applying for Adjournment _____ Date signed _____

Note to Disputants

The application to adjourn a hearing may be mailed to the Violation Ticket Centre or filed at the court registry. Once a justice has reviewed the application, you will be notified of the decision by mail. *Please note: If the application is submitted within 14 days of the scheduled hearing date, it is recommended that no later than one business day before your hearing date you contact the court registry directly to confirm the status of your application, as you may not receive the mailed decision before the court date.*

Note to Prosecutors

If the adjournment is for the trial/hearing of this matter, prosecutors must contact the court registry for a date to hear the adjournment application **prior** to submitting this form. A completed notification of adjournment application form must be mailed to the disputant if they cannot be reached and informed of the adjournment application by telephone or in person, at least 14 days prior to the hearing date set for this application.

Court Use Only

I order:

Adjournment Granted Adjournment Denied Add to court list to be spoken to on the record

Comments: _____

Date: _____

At: _____
location where signed

Judge or Judicial Justice