

**Hon. Steven M. Jaeger**  
**ADJOURNMENT REQUEST FORM - IAS Part 35**

THIS FORM MUST BE FULLY COMPLETED AND IS REQUIRED FOR ALL  
ADJOURNMENT REQUESTS

**ALL REQUESTS MUST BE ON CONSENT OF ALL PARTIES**

Case Name: \_\_\_\_\_

Index No.: \_\_\_\_\_ / \_\_\_\_\_

Currently Scheduled Date: \_\_\_\_\_

Requested Adjourn Dates (Please provide 3, preferably no longer than 30 days):

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Purpose of Appearance:

COMPLIANCE \_\_\_\_\_

CERTIFICATION \_\_\_\_\_

DISCOVERY MOTION \_\_\_\_\_

NON-DISCOVERY MOTION \_\_\_\_\_

HEARING \_\_\_\_\_ TRIAL \_\_\_\_\_

Reason for Request (Affirmation of Actual Engagement attached, if applicable):

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**Discovery Completed? (circle one):**    Y / N

**DO YOU HAVE THE CONSENT OF ALL PARTIES? (circle one)**                    YES / NO

CONTACT INFORMATION

Party Requesting Adjournment (circle one):    PLAINTIFF / DEFENDANT

Attorney Contacting Court: \_\_\_\_\_

Phone:        (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax:            (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**\*NOTE: ALL REQUESTS MUST BE RECEIVED BY THE SECRETARY VIA FAX AT  
(516) 493-3278, BEFORE 3:00 PM OF THE PRIOR BUSINESS DAY.**

A confirming letter, in full compliance with this Part's Rules, must be received by the Secretary via Fax before **4:00 PM** on the date the adjournment is granted *OR the adjournment request will be considered withdrawn, and the currently scheduled adjourn date will remain on the Court's calendar.*