

REQUEST FOR ADJOURNMENT FORM
Email: JudgeTobinRemote@nycourts.gov

THIS FORM MUST BE FILLED OUT COMPLETELY

CASE NAME _____ INDEX# _____

RJI DATE: _____ DATE ISSUE JOINED: _____ LAST COURT APPEARANCE: _____

NUMBER OF PRIOR ADJOURNMENTS (OF THIS PARTICULAR EVENT): _____

DATE ON COURT CALENDAR: _____ ***Matrimoial: M/T/W *Non-Mat: Thursday**

*REQUESTED (at least 3) ADJ. DATES: 1) _____ 2) _____ 3) _____ 4) _____

MOTION, CONFERENCE, OR OTHER _____ IF MOTION, NATURE OF RELIEF SOUGHT _____

REASONS FOR ADJOURNMENT: (Affirmation of Engagement must be attached if applicable)

DISCOVERY COMPLETED (Y/N): _____ WAS N/I FILED?: _____ DATE TO FILE N/I: _____

WERE PARTIES ADVISED OF REQUESTED ADJOURNMENT DATES PRIOR TO REQUEST? _____

ON CONSENT? _____

ATTORNEY REQUESTING ADJOURNMENT:

NAME: _____ PHONE: _____ FAX & EMAIL: _____

ADVERSARY'S CONTACT INFORMATION:

NAME: _____ PHONE: _____ FAX & EMAIL: _____

ATTORNEY'S FOR THE CHILD(REN) INFORMATION:

NAME: _____ PHONE: _____ FAX & EMAIL: _____

**ALL REQUESTS MUST BE RECEIVED VIA EMAIL BEFORE 2:00 PM OF
THE BUSINESS DAY PRIOR TO THE SCHEDULED APPEARANCE DATE.**

**IF THE REQUEST IS GRANTED, THE REQUESTING PARTY SHOULD FILE ON NYSCEF A
CONFIRMATION LETTER STATING THE NEW DATE AND TIME. UNLESS/UNTIL THE COURT
GRANTS THE ADJOURNMENT, THE PARTIES ARE REQUIRED TO APPEAR AS SCHEDULED.**