

# INSTRUCTIONS ON RESCHEDULING A REFEREE MOTION HEARING

**ONLY USE THE ATTACHED FORM TO RESCHEDULE A REFEREE MOTION HEARING.**

**TO RESCHEDULE OTHER REFEREE HEARINGS, PLEASE FIND THE INSTRUCTIONS AT <https://www.3rdcc.org/FOC.aspx> BY SELECTING THE QUICK LINK "INFORMATION FOR ATTORNEYS" AND OPTION "HOW TO RESCHEDULE A REFEREE HEARING."**

## **INSTRUCTIONS TO RESCHEDULE A REFEREE MOTION HEARING**

1. Obtain consent from the other party. **HEARINGS WILL NOT BE RESCHEDULED WITHOUT CONSENT OF BOTH PARTIES.** If you are in pro se (representing yourself without an attorney), you and the other party **must** complete and fax separate rescheduling request forms to indicate that both have consented to having the hearing rescheduled. If you are an attorney and have yet to serve the other party with the motion, then consent is not required.
2. Completely fill out the attached rescheduling request form. Be sure to include two (2) dates that both parties will be ready to proceed with the hearing. Be sure to sign your request, include a telephone number and preferably include a valid email address.
3. For hearings scheduled before the Assigned Referee in the Penobscot Building, 645 Griswold, Detroit, MI – please fax the completed form(s) to the Referee's Support Staff to 313-237-9268.

For a current Referee Support Staff contact list, please go to <https://www.3rdcc.org/FOC.aspx/>

PLEASE TYPE OR PRINT

Fax: 313-237-9268

Plaintiff Name, Telephone No. and Email Address

Attorney Name, Bar No., Telephone No. and Email Address

Defendant Name, Telephone No. and Email Address

Attorney Name, Bar No., Telephone No. and Email Address

I. Has the hearing been rescheduled before?  Yes  No

Title of Motion:

Moving Party:  Plaintiff  Defendant

Hearing Presently Scheduled on:

Date

Time

Referee

II. Reason for Rescheduling Request

Please indicate the next available date upon which all parties will be ready to proceed with the hearing. Also include one (1) additional alternative hearing date.

1.  2.

III. **DECLARATION**  
**A hearing will not be rescheduled without the consent of all parties**

- Attorneys, check this box to indicate that you obtained consent from the other party or their attorney.
- Attorneys, check this box if you did not obtain consent because the motion was not served on the other party.
- I was unable to contact the other party as their Friend of the Court information is marked confidential.

If you are not an attorney, both you and the other party must complete and fax a rescheduling request form to indicate that both have consented to have the hearing rescheduled.

I declare that the statements above are true to the best of my information, knowledge and belief. I also understand that if my request to reschedule is denied, the Court expects the parties to be prepared to proceed with the hearing.

Signature

Print Name

P-No

Date

FOC USE ONLY

Denied  Granted

Date

Time

Referee