



**Important Information**

- **The Licence Appeal Tribunal must ensure the just, expeditious, and cost-effective determination of all proceedings on their merits.**
- The Tribunal has introduced a canvassing-based scheduling model as part of ongoing efforts to streamline and improve its services. The Tribunal will canvass parties on their choice of available dates before scheduling events.
- Please review Rule 16 and the associated Practice Direction before filing a request for an adjournment. [Rule 16](#) can be accessed here. Link to [Practice Direction](#) can be accessed here.
- If you would like to request an adjournment of a proceeding you are a party to, complete all sections of this form and submit it to the Tribunal at [AABSScheduling@ontario.ca](mailto:AABSScheduling@ontario.ca) (for LAT-AABS) or to the [LATRegistrar@ontario.ca](mailto:LATRegistrar@ontario.ca) (for LAT-GS) for consideration.
- The completed Request for an Adjournment Form must be served on the other parties prior to being filed with the Tribunal and must include all submissions and evidence in support of the request. Submissions must not exceed 5 pages in length (excluding evidence and case law). Submissions must be 12 point, Arial or Times New Roman font, with 1.5 inch margins.

**Information about the Event you are Requesting to Adjourn**

Case Conference       Hearing       Motion

Licence Appeal Tribunal file no.	Date (yyyy/mm/dd)	Time including AM/PM (hh:mm)
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**A party seeking an adjournment must provide the Tribunal with specific details of the circumstances giving rise to the request upon which to base its decision.**

**Reason(s) for this Request to Adjourn:**

I have contacted the other parties to this matter and they:

- Consent to the adjournment
- Do not consent to the adjournment
- Attempted contact but no reply

The length of the adjournment being sought: \_\_\_\_\_

**If the Tribunal approves your request to adjourn, parties will be contacted on a range of available dates for the next event.**

**Signature of Requestor**

- Applicant
- Respondent
- Added Party

Last Name		First Name	
Signature		Date (yyyy/mm/dd)	

Failure to provide a completed Request for an Adjournment Form and supporting submissions and evidence will result in the request not being considered by the Tribunal.

All information related to the proceeding may become publicly available in a tribunal decision, order or other document, in accordance with Tribunals Ontario's [Access to Records Policy](#) and the *Tribunal Adjudicative Records Act, 2019*. Parties wanting records or information to remain confidential must seek a confidentiality order from the adjudicator. If you have questions about confidentiality orders or access to records, please contact the Licence Appeal Tribunal at 416-326-1356 or toll-free at 1-888-444-0240.