



Tribunals Ontario

Licence Appeal Tribunal
15 Grosvenor Street, Ground Floor
Toronto, ON M7A 2G6
Telephone: 416-326-1356
Toll Free: 1-888-444-0240
TTY: 1-800-855-0511
Email: LATRegistrar@ontario.ca

Request for an Adjournment

Disponible en français

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.
- 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 (for LAT-AABS) or to the 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. It 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)

What is the length of the adjournment being sought? _____

Has an adjournment request been denied for this event? ☐ Yes ☐ No

Has an adjournment been granted in this case? ☐ Yes ☐ No

If so, was it peremptory on either party? _____

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

- ☐ Consent to the adjournment
- ☐ Do not consent to the adjournment
- ☐ I attempted contact but no reply

Reasons for this Request to Adjourn (please see Rule 16.3 of the Licence Appeal Tribunal Rules)

Please answer all the questions set out below and provide relevant supporting documentation.

1. What are the specific reasons why you are unable to proceed on the scheduled date? If it is due to a conflict with a Licence Appeal Tribunal proceeding, please provide the File number for that proceeding. If it is due to a conflict with a court proceeding or the proceeding of another Tribunal, please provide details of the nature of the conflict.

2. Are the parties able to proceed on an earlier date? If so, what date(s)?

3. What efforts were made to avoid the reason for the adjournment?

4. What is the rationale for the length of the requested adjournment?

5. What is the prejudice to the requesting party of denying this adjournment request?

6. Are there any other factors about the circumstances of this case that are relevant to deciding the adjournment request? Please ensure you have addressed all 17 factors in Rule 16.3 or indicate that you are not relying on any other factors.

If the Tribunal approves your request to adjourn, parties may 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)

Requirement for Representative's Affirmation

If you are the representative of the requesting party, you must affirm that you have advised the requesting party of this request for adjournment, including the reasons for the adjournment request and the requested length of the adjournment.

I solemnly declare and affirm that the reasons supporting this request are true and complete, and that I have informed my client of these reasons and the requested length of the adjournment. My client has agreed to me seeking this adjournment.

Name of representative

Signature	Date (yyyy/mm/dd)
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Failure to provide a completed Request for an Adjournment Form and provide supporting submissions with 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.