

RIDGEWOOD MUNICIPAL COURT

ADJOURNMENT POLICY

All matters will proceed on their scheduled court date unless an adjournment request is submitted to and approved by the municipal court. If an adjournment request is received, it should not be assumed that it will be granted. No one is entitled to an adjournment as a matter of course.

- All attorney requests for adjournment must be made in writing at least 4 days prior to the scheduled court date. The written request must include the reason why the adjournment is needed, such as lack of discovery, attorney scheduling conflict or witness unavailability. The court reserves the right to request any proofs relative to the request (court notices from conflict courts, doctor's note, airline reservations etc.)
- Discovery adjournment requests must be made before the municipal court judge during a scheduled court session for any case greater than 45 days.
- Pro se (self-represented) defendants whose case is greater than 45 days, must request an adjournment in writing at least 4 days prior to the scheduled court date. The written request must set-forth the reason and must include any supporting documentation (doctor's note, airline reservations etc.)
- EMERGENCY REQUESTS - Adjournment requests due to illness, accident or other unanticipated events should be substantiated. An attorney's certification or representation (as an officer of the court) may be deemed to be satisfactory, at the discretion of the court.
- Adjournments are not to be considered granted unless confirmed by municipal court staff.