Form P02

Application for Adjournment

### About this form

* This is the approved form to make an application in accordance with SAET Practice Directions for adjournment of any directions hearing, conference, or other preliminary proceeding.
* **Unless the parties are advised before the appointed date of the directions hearing or conference that the application to adjourn has been granted, the parties must assume that it will proceed on the day and at the time fixed, and must attend ready to proceed.**
* This form may be completed electronically and lodged as an email attachment (not a scan). A signature is not required.

# Case details

|  |  |  |
| --- | --- | --- |
| SAET Case number |  | Name of Party requesting adjournment |
|  |  |  |
| Names of parties to this case (as per SAET correspondence) | | |
|  | | |

# Adjournment Application Details

Which conference / hearing does this adjournment application relate to?

|  |  |  |  |
| --- | --- | --- | --- |
| Date | |  | Type (e.g. Initial Directions Hearing, Pre-Hearing Conference etc.) |
|  | |  |  |
| Is this adjournment application being submitted at least 3 days prior to the date of the conference / hearing? | | | |
| Yes |  | | |
| No | If No, provide justification for late application: | | |
|  |  | | |

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| --- |
| Reason for seeking adjournment |
|  |
| Length of adjournment sought |
|  |
| Is there anything you would like SAET to consider when rescheduling (e.g. preferred day of the week)? | |
|  | |

# Response of other parties

Advise how and when the other party or parties were contacted and of any response given to the adjournment proposal

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# Supporting attachments

Provide a brief description of any attachments supporting this form.

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LODGING YOUR COMPLETED FORM

The person lodging this form must send a copy to all other parties to the case.

|  |  |  |
| --- | --- | --- |
| Name of person lodging the application |  | Date |
|  |  |  |

To lodge your completed form and any supporting attachments:

1. **Save the form and any supporting attachments to your computer** (Note – SAET does not require a signed version so there is no need to print and scan)
2. **Lodge the form and any supporting attachments:** 
   * **Online** at[www.saet.sa.gov.au/existingcase](http://www.saet.sa.gov.au/existingcase) (preferred); or
   * **By email** to [saet@sa.gov.au](mailto:saet@sa.gov.au)

### NOTES FOR PARTIES

1. Before filing this application the party requesting the adjournment should have contacted the other party/ies and requested advice as to their attitude to the application so that when this form is lodged the Tribunal can be informed of any responses received, and as to whether there is consent or not. The Tribunal does not require proof of consent to be attached to the application however such proof must be retained by the applicant and be produced if required.
2. The form should set out the reasons for the adjournment request and be accompanied by any relevant supporting documents. Failure to make the application without adequate supporting material will result in the application either being rejected or deferred for consideration on the date listed for the proceedings.
3. The application may be decided in the absence of the parties if made not less than three clear working days before the appointed date of the hearing or conference. Subject to any contrary order, any application made at a later time will be referred for determination on the appointed date.
4. At the time the application is lodged and served on the other party(ies) the applicant should email the Chambers of the relevant member and advise that an application for an adjournment has been lodged.
5. Parties must not assume that an application to adjourn, even if with consent, will be granted.
6. The attention of parties is drawn to the power of the Tribunal to make orders for costs against professional representatives on the grounds specified in subsections (2) or (4) of section 107 of the Return to Work Act 2014.