



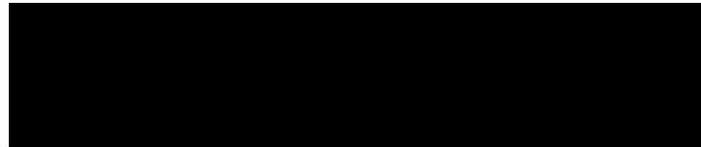
Administrative Hearings Bureau

Process for Requesting Hearing Postponement

1. All requests must be made in writing by the respondent or designee, either in hardcopy or email form, to the City Clerk Department.
2. Requests must be made not less than five business days prior to the hearing, except in the case of emergency.
 - a. Emergency defined as illness of self or family member, or death of family member.
3. Upon submission of request the Administrator (City Clerk) of the Administrative Hearings Bureau will review the request and determine if it is prudent to postpone the hearing. After review, the respondent will be notified by either email or first-class mail. If the response is by first-class mail, the respondent will also be informed by telephone to expedite the receipt of information.
4. Postponements will be immediately denied if there is an imminent threat to safety as ascertained by the Building Department.
5. The Administrator (City Clerk) of the Administrative Hearings Bureau is only permitted to postpone a case one time. Any further postponement must be done through an Order of Adjournment made by an Administrative Hearings Bureau Officer.

11/18/2021

Approved Date



John Gilbreath, Chief Administrative Hearings Bureau Officer