

# Requesting an adjournment or telephone attendance

## What should a request for an adjournment or telephone attendance include?

An application for adjournment or phone attendance must identify the SACAT reference number for the proceedings and set out the reasons for the application.

A copy of supporting documentation (e.g. a medical certificate) **must** be submitted with the application.

If the other party's consent has been obtained, a copy of that party's written consent must be provided.

## When should I make a request for an adjournment or telephone attendance?

The application must be made as soon as a party receives notice of a conference or hearing and realises they may have a problem attending.

Any applications for adjournment made less than two clear working days before the conference or hearing date may be referred to the Member conducting the conference or hearing for determination.

An application for adjournment may also be made at the conference or hearing on the same grounds as an application made before a conference or hearing.

## How will the Tribunal make its decision?

Any application will be considered by SACAT on its merits and in the context of the Tribunal's functions and objectives.

## What if the Tribunal denies my request for an adjournment?

Unless notified by the Tribunal, a party must be ready to proceed with the conference or hearing on the day and at the time fixed for the conference or hearing.

An alternate option to adjournment that SACAT may consider is whether a party can participate in the conference or hearing by video link or telephone.

Parties will generally be approved to participate by telephone if they are situated outside greater metropolitan Adelaide and would have to travel for more than one hour to arrive at the location of the conference or hearing (generally 100 Pirie Street, Adelaide).

Telephone requests otherwise are only approved in exceptional circumstances; examples including sudden serious illness/hospitalisation (with medical evidence provided) or where a party is in prison.

Work or study commitments are generally not accepted as a reason for non-attendance or participation by telephone.

It is important to note that SACAT may progress to hear and determine proceedings in the absence of a party.

## Contact the Tribunal

If you would like to speak to a staff member about requesting an adjournment or telephone attendance, please telephone SACAT on 1800 723 767 (select option 4 and then option 1).

This information sheet does not constitute legal advice and does not relate to the circumstances of any individual matter. If you wish to have legal advice you should seek that independently.