

**City of Chicago
COMMISSION ON HUMAN RELATIONS**

IN THE MATTER OF:

Complainant

v.

Respondent(s)

Case Number _____

MOTION FOR CONTINUANCE OR EXTENSION OF TIME

Name of each party making this motion. _____

____ **I move for a CONTINUANCE of the** ___ Pre-Hearing Conference ___ Settlement Conference
 ___ Administrative Hearing

Currently scheduled for _____ **Proposed new date/s** _____

____ **I move for an EXTENSION OF TIME to file my** ___ Pre-Hearing Memorandum
 ___ Request for Documents
 ___ Other: _____

Original filing deadline _____ **Proposed new deadline** _____

Number and disposition of continuances or extensions I have requested prior to this one: _____

Why a continuance or extension is needed

You must establish "good cause." See Reg. 210.320. Attach extra sheets and documentation as needed.

Signature and address of each person making this motion:

If signing for a business or organization, include your title or position in it (e.g. owner, manager).

If signed by an attorney, please note Reg. 270.310 requiring the filing and service of an attorney appearance.

Print title, organization, address:

You must SERVE a copy of this motion on every other party, plus the hearing officer if one has been appointed.
A Notice of Filing and Certificate of Service form is available from the Commission. See Regs. 270.210 & 270.220.

File original and one copy at **Chicago Commission on Human Relations**
740 N. Sedgwick, 4th Floor, Chicago, IL 60654
Fax 312-744-1081, Phone 312-744-4111, TTY 312-744-1088
cchrfilings@cityofchicago.org