

EARLY SETTLEMENT PROGRAM
REQUEST TO RESCHEDULE THE CONFERENCE DATE

*Note: Rescheduling a case is not favored by the Court
and will not be granted without a showing of good cause.*

1) Case Name: _____ Case #: _____

2) The ESP Conference is currently scheduled for * _____

3) Request submitted by: _____ Phone: _____

4) I represent _____ in the above matter.

5) This request for rescheduling the conference is made for the following good cause:

6) Attached is a copy of supporting documentation, such as an airline ticket, letter from a client's doctor, Court Notice of a date certain trial or other conflicting required appearance, etc.

7) I have sent a copy of this request to all other parties/Counsel, with attachments, as required.

8) Date: _____ Signature: _____

9) Send to: ESP/ BASF
 301 Battery Street, 3rd Floor
 San Francisco, Ca 94111
 Or; Fax to (415) 989-0381

*** NOTE: If your request is less than three weeks prior to the ESP date, you must file a request with the San Francisco Superior Court. Do not use this form. Proper procedure for filing a request to reschedule with the Court can be found in the ESP Policies and Procedures [www.sfbar.org].**