



# Portland City Auditor

Hearings Office

1900 SW 4<sup>th</sup> Avenue, Room 3100, Portland, OR 97201  
www.portlandoregon.gov/auditor/hearings

phone: (503) 823-7307  
fax: (503) 823-4347



## REQUEST TO RESCHEDULE FORM

- If you are a party to a hearing and would like to request a reschedule, you are required to fill out and sign this form.
- This form must be *received* in the Hearings Office at least 48 hours prior to the date and time of your scheduled hearing (not including Saturday, Sunday, or recognized City of Portland holidays).
- This form may be submitted by hand delivery, postal mail, or by fax. We do not accept e-mail.
- The Hearings Officer will determine whether to grant any reschedule request.
- The Hearings Office will not contact you to tell you the status of your request. It is your sole responsibility to timely inquire. Do not assume your request was granted.

1. Hearings Office Case Number: \_\_\_\_\_

2. Your Name: \_\_\_\_\_

Name of Party (if different): \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Your Daytime Telephone Number (with area code): \_\_\_\_\_

3. Scheduled Hearing Date: \_\_\_\_\_ Time: \_\_\_\_\_

4. If you have a tow hearing scheduled, is the vehicle still in storage with the tow company?

\*Yes  No

\*Appellant is responsible for all storage costs from date/time of originally scheduled hearing. Initial acknowledgement (required) \_\_\_\_\_

5. Reason why you are requesting the hearing to be rescheduled (Attach additional sheets, if needed.):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In compliance with Civil Rights laws, it is the policy of the City of Portland that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any City program, service, or activity on the grounds of race, color, national origin, or disability. To help ensure equal access to City programs, services, and activities, the City of Portland reasonably provides: translation and interpretation services, modifications, accommodations, auxiliary aides and services, and alternative format. For these services, complaints, and additional information, contact 503-823-7307, use City TTY 503-823-6868, or use Oregon Relay Service: 711.**

### For Hearings Office Use Only

Hearing Reschedule approved.  Hearing Reschedule denied.

Reviewing Hearings Officer's Initials: \_\_\_\_\_ Date: \_\_\_\_\_