



## INSTRUCTIONS – POSTPONING A MOTION RESERVATION DATE

1. Select the case type
2. Enter the case number (Do not include the prefix e.g. RIC)
3. Click on the “Continue Motion Reservation” box
4. Enter the reservation number “RESXXX”
5. Click on “I Agree – Next”

If the reservation cannot be postponed you will receive a message  
“Reservation Not Found or Cannot be Continued On-Line; or

If the reservation can be postponed continue onto the next step

6. Select the new hearing date
7. Click on “Next”
8. Enter all of the information on the payment screen; or  
  
Government agencies should click on the “Fee exempt pursuant to GC  
6103” and provide unique log in information
9. Print the receipt and save your confirmation number. This is necessary if  
an additional postponement is requested.