

Adjournment Tips

- # You can always ask for verification if client doesn't sound credible.
- # There is no right to a first adjournment. Good cause must always be established.
- # Just because there is a code doesn't mean it is a good cause reason in every circumstance.
- # Second or more adjournments....see supervisor. You will probably ask for verification if it is the second or more adjournment.
- # If you are adjourning a hearing, make sure you check if there is an interpreter.
 - If there is an interpreter and the hearing is scheduled for that day or the next day make sure you tell the liaisons so that they can cancel the interpreter.
- # If you are adjourning a hearing scheduled for that day to a definite date always tell the liaisons so that they can have the hearing officer keep the file.
- # Do not deny something that can be verified – use code 25 (submit verification within 15 days).
- # Things to factor in when determining credibility:
 - Aid status.
 - If appellant changes their reason for requesting an adjournment several times during your conversation with them it might make you question their credibility. You may want to ask for verification.
- # You should not be adjourning any Shakhnes hearings. They are to be done by designated staff only.