



Licensing Board for the City of Boston

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Commissioners:

Nicole Murati Ferrer, Chair

Suzanne Iannella

Milton Wright

Executive Secretary:

Jean Lorzio

MESSAGE FROM THE CHAIR

RE: REQUESTS FOR CONTINUANCES OF VIOLATION (TUESDAY) HEARINGS

As is detailed on all Hearing Notices issued by this Board, all continuances of a Violation (Tuesday) hearing must be made in writing and at least two weeks in advance. In addition, just cause for the postponement must be shown. In an attempt to save money, time and resources, please be advised that from now on when a request for a continuance is granted, the following applies:

- (1) If the request is made by an attorney, the attorney will be deemed to have the authority to accept service on behalf of the Licensee of the New Hearing Notice.
- (2) If a continuance which was requested by an attorney is granted, the Board will only send a copy of the New Hearing Notice to the attorney via facsimile. The attorney will be responsible for informing his/her client of the new date. The Licensee will not receive a Notice from the Board.
- (3) If a continuance which was requested by a Licensee is granted, the Board will only send a copy of the New Hearing Notice to the Licensee via facsimile. If there is no facsimile available for the Licensee, the Notice will be sent via first-class mail.
- (4) The Hearing Notice with the new date, whether to the attorney or Licensee, will not be accompanied with the supporting documents which were previously served with the original Notice.

Please note a form to request continuances has been created for your benefit. The use of the form is not mandatory. You can submit your own request and use this form as a template as to the information required in your continuance request. Thank you.



