

1 [Firm Name]
[Firm Address]
2 [Firm Phone Number]
[Firm Fax]
3 [Firm Email]
[Attorney Name and Bar Number]
4 Attorney for Plaintiff(s)/Defendant(s)

[Trial Court System], [County]

6 **[Plaintiff Name(s)],**
7 Plaintiff(s),
8 v.
9 **[Defendant(s)],**
10 Defendant(s).

Case No.
MOTION FOR EXTENSION OF TIME
Assigned to the Hon. [Judge]

11 Pursuant to [local civil rules], [Plaintiff/Defendant] respectfully requests the Court enter
12 an Order extending the time for [description of action] to and including [end date of
13 extension]. The time period prescribed by the [State] Rules of Civil Procedure for
14 [description of action] has not yet expired, and the requested extension is necessary for
15 [description of reasons].
16

17 This Motion is supported by the accompanying Memorandum of Points and Authorities,
18 together with the [exhibits and affidavits with their corresponding exhibit numbers],
19 which are attached hereto and incorporated herein by this reference.
20

21
22 Dated this [Day] of [Month], [Year].
23

24 By _____
25 [Name of Attorney]
26 [Firm Name]
[Firm Address]
27 Attorney for Plaintiff(s)/Defendant(s)
28

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

On [Date], undersigned:
[Filed/E-filed] the original;
[Mailed/Emailed/Hand Delivered] a
copy to:
• [Opposing Counsel]
[Address]

/s/[Attorney]