

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

[Trial Court System], [County]

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

Case No.
**MOTION TO EXTEND TIME TO
SECURE SERVICE OF PROCESS**
Assigned to the Hon. [Judge]

- 11
- 12 1. Pursuant to [local rule], plaintiff [Plaintiff], by and through undersigned counsel,
13 respectfully requests the Court enter an Order extending the time in which to
14 secure service of process upon defendant [unserved Defendant].
 - 15 2. This Motion is urged for the reason that Plaintiff has made diligent attempts to
16 secure service of process in this action upon [unserved Defendant], but those
17 attempts have been unsuccessful to date because [reasons].
 - 18 3. This Motion is supported by the Memorandum of Points and Authorities, and the
19 [list of exhibits and affidavits with their respective exhibit numbers], attached
20 hereto and incorporated herein by this reference.

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

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

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

/s/[Attorney]