

**Instructions for Motion for Extension of Time to \_\_\_\_\_:**

The form may be used by a party to a case who needs more time to perform a certain action. Often, the action may involve responding to the complaint or a motion filed by another party.

1. Fill in the blanks in the caption with the case information. The case information may be obtained by searching with the case number or the property address on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>.
2. Fill in your name wherever "Name of Defendant" appears.
3. Provide a short description of the action for which you are seeking an extension to perform.
4. Provide your specific reasons for asking for more time to perform a certain action. Add pages if necessary.
5. Sign the Motion and include your contact information.
6. Complete and sign a Certificate of Service for the Motion. See the form titled "Certificate of Service" for more information. The addresses of the parties and/or their attorneys may be found by searching with the case number on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>. Attach the completed Certificate of Service to your Motion.
7. Mail a copy of your Motion to the parties listed in the Certificate of Service.
8. File your motion with the Cuyahoga County Clerk of Court.
9. **If you fail to do any of the above, your Motion will likely be denied.**
10. Under Civ.R. 6(C), the other parties in the case have at least 14 days to respond to your Motion. Do not expect a ruling until after these 14 days have passed. Check the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us> for a ruling on your Motion.

**COURT OF COMMON PLEAS  
GENERAL DIVISION  
CUYAHOGA COUNTY, OHIO**

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

CASE NO. \_\_\_\_\_

JUDGE \_\_\_\_\_

**MOTION FOR EXTENSION OF  
TIME TO \_\_\_\_\_**

\_\_\_\_\_  
[Action for which extension is sought]

Now comes defendant \_\_\_\_\_ and moves this Court for an  
[Name of Defendant]

extension of time to \_\_\_\_\_, pursuant to Civ.R. 6(B).  
[Describe action for which extension is sought]

An extension of time is necessary in this case because [state specific reasons for seeking an  
extension of time] \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I/We have been granted \_\_\_\_\_ prior extensions of time in this case.  
[Number of prior extensions]

Respectfully submitted,

---

[Signature of Defendant]

---

[Printed name of Defendant]

---

---

---

[Address, phone number and email address  
of Defendant]

Certificate of Service

A copy of the foregoing Motion for Extension of Time to \_\_\_\_\_ has  
been sent by regular U.S. Mail to the following parties or their counsel of record:

[Please list all parties in the case or their attorneys and their addresses]

\_\_\_\_\_  
[Signature of Defendant]

\_\_\_\_\_  
[Printed name of Defendant]

\_\_\_\_\_  
[Date]