

Instructions for Motion for Extension of Time to Pay Balance of Purchase Price:

This form may be used by someone who purchased property at a Sheriff's Sale and needs more time (in addition to the standard thirty-day payment period following the date of a Sheriff's Sale) to pay the balance of the purchase price. The Court will not consider motions or requests by someone who is not a party to the case; you may need to intervene in the case before the Court considers your motions or requests.

1. Fill in the blanks at the top of the Motion with information from the case in which you were the purchaser. This information may be found 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 Purchaser" appears.
3. Provide your specific reasons for asking for more time to pay the purchase price for the property. Add pages if necessary.
4. Sign the Motion and include your contact information.
5. 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.
6. Mail a copy of your Motion to the parties listed in the Certificate of Service.
7. File your motion with the Cuyahoga County Clerk of Courts.
8. **If you fail to do any of the above, your Motion will likely be denied.**
9. 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 PAY BALANCE OF
PURCHASE PRICE**

Now comes the Sheriff's Sale purchaser _____ and moves this Court
[Name of Purchaser]
for a _____ day extension of time to pay the balance of the purchase
[Amount of extension sought]
price for the property. I entered the winning bid at the Sheriff's Sale of the property held on
_____. An extension of time is necessary because [state specific reasons for
[Date of Sheriff's Sale]
seeking additional time to pay the balance of the purchase price] _____

Respectfully submitted,

[Signature of Sheriff's Sale purchaser]

[Printed name of Sheriff's Sale purchaser]

[Address, phone number and email address
of Sheriff's Sale purchaser]

Certificate of Service

A copy of the foregoing Motion to For Extension of Time 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 Sheriff's Sale purchaser]

[Printed name of Sheriff's Sale purchaser]

[Date]