

Instructions for Motion for Leave to File an Answer:

This form may be used by someone seeking leave of court (that is, permission) to file a late answer. (A party may file an answer within 28 days of the date the party was served with summons without seeking leave of court to do so).

1. Fill in the blanks at the top of the Motion with information from your case. 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. Check the appropriate box related to when you intend to file your answer.
3. Fill in your name in the relevant sections where "Movant" appears.
4. Provide your specific reasons for seeking leave to answer. Please note that to be entitled to leave you must demonstrate that your failure to timely file an answer was the result of "excusable neglect."
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 Courts.
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.

Respectfully submitted,

[Signature of Movant]

[Printed name of Movant]

[Address, phone number and email address of Movant]

Certificate of Service

A copy of the foregoing Motion to For Leave to File an Answer 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 Movant]

[Printed name of Movant]

[Date]