

## INSTRUCTIONS: HOW TO FILL OUT THE “MOTION TO EXTEND DISMISSAL DATE”

**USE THIS FORM ONLY** if you have received a notice of dismissal.

- STEP 1:** Make sure your form is titled **“Motion to Extend Dismissal Date.”** Type or print clearly using black ink only.
- STEP 2:** In the top left corner of the first page fill out the following: Your Name; Address; City; State and Zip Code; Telephone Number; Attorney Bar Number (if applicable) and your ATLAS Number (if applicable).
- STEP 3:** Fill in the names of the Petitioner and Respondent as they appear on your original paperwork.
- STEP 4:** Fill in your case number where it says “Case No.” Your case number stays the same any time you file any papers in your case.
- STEP 5:** Write your name in the space provided on the first line in the body of the motion.
- STEP 6:** Check the appropriate box(es) to indicate the reason(s) why you feel the judge should continue your case, or check the last box and write in your own reasons. You must have good reasons and good cause or the judge will not extend the dismissal date.
- STEP 7:** Write in a specific calendar date (month, date, and year) that you want to be the new dismissal date, based on how many additional days you feel are needed to complete your case. Extensions are commonly requested for additional 30-day periods, for example: 30, 60, or 90 days. Remember to supply a calendar date ending whatever period you choose.
- STEP 8:** Write in the day, month and year you signed the Motion in the space provided. Then sign your name.
- STEP 9:** On the bottom of the Motion you will indicate that you are mailing a copy to the other party involved in your case. Do this by filling in the date the copy will be mailed or delivered and filling in the name and address of the other party.
- STEP 10:** Complete the **“Order to Extend Dismissal Date”** by following steps 3 thru 4 ONLY. The judge will fill in the rest of the form.