

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	MOTION TO CONTINUE OR EXTEND TIME	<i>For Court Use Only</i>
Instructions ▼	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Plaintiff / Petitioner <i>(First, middle, last name)</i> </div> <div style="text-align: center; margin-bottom: 5px;"> V. </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Defendant / Respondent <i>(First, middle, last name)</i> </div> <div style="text-align: right; margin-top: 20px;"> Case Number _____ </div>	
Directly above, enter the name of the county where the case was filed.		
Enter the name of the person who started the lawsuit as Plaintiff/Petitioner.		
Enter the name of the person being sued as Defendant/Respondent.		
Enter the Case Number given by the Circuit Clerk.		

In 1, check if you are the Plaintiff/Petitioner or Defendant/Respondent.

1. **Motion by:** Plaintiff/Petitioner Defendant/Respondent

In 2, check the box if you are asking the court to continue (reschedule) a court date that has already been scheduled.

2. I am asking the court **to continue (reschedule)** a court date that has already been scheduled.
- a. Reason for court date: Motion Trial Status Other
- b. Date: _____ at _____ a.m. p.m.
- c. I need a continuance because:

In 2a, check the reason for the court date you are asking the court to continue (reschedule).

In 2b, enter the date and time of the court date you are asking the court to continue (reschedule).

In 2c, explain why you need to continue (reschedule) the court date.

3. I am asking the court **for more time** to do something.

- a. I need more time to: _____
which has a deadline of: _____
Date
- b. I need until: _____
Date
- c. I need more time because: _____

In 3, check the box if you are asking for more time to do something (e.g. file an *Answer*).

In 3a, explain what you are asking for more time to do.

In 3b, enter the date you are asking the judge to give you until.

In 3c, explain why you need more time.

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete current address and telephone number.

I certify that everything in the *Motion To Continue Or Extend Time* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/ _____
Your Signature Street Address

_____ City, State, ZIP
Print Your Name

Telephone

PROOF OF DELIVERY

In **1a**, enter the name, mailing address, and email address of the party or lawyer to whom you sent the document.

In **1b**, check the box to show how you sent the document, and fill in any other information required on the blank lines.

CAUTION: If the other party does not have a lawyer, you may send the document by email only if the other party has listed their email address on a court document.

1. I sent this document:

a. To:
Name: _____
First *Middle* *Last*

Address: _____
Street, Apt # *City* *State* *ZIP*

Email address: _____

b. By: Personal hand delivery
 Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

Address of Post Office or Mailbox

Third-party commercial carrier, with delivery paid for at:

Name (for example, FedEx or UPS) and office address

The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)
 Email (*not through an EFM or EFSP*)
 Mail from a prison or jail at:

Name of prison or jail

c. On: _____
Date

At: _____ a.m. p.m.
Time

2. I sent this document:

a. To:
Name: _____
First *Middle* *Last*

Address: _____
Street, Apt # *City* *State* *ZIP*

Email address: _____

In **c**, fill in the date and time that you sent the document.

In **2**, if you sent the document to more than 1 party or lawyer, fill in **a**, **b**, and **c**. Otherwise leave **2** blank.

- b. By: Personal hand delivery
- Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

Address of Post Office or Mailbox

- Third-party commercial carrier, with delivery paid for at:

Name (for example, FedEx or UPS) and office address

- The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)
- Email (*not through an EFM or EFSP*)
- Mail from a prison or jail at:

Name of prison or jail

c. On: _____
Date

At: _____ a.m. p.m.
Time

In 3, if you sent the document to more than 2 parties or lawyers, fill in a, b, and c. Otherwise leave 3 blank.

3. I sent this document:

a. To:

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email address: _____

- b. By: Personal hand delivery
- Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

Address of Post Office or Mailbox

- Third-party commercial carrier, with delivery paid for at:

Name (for example, FedEx or UPS) and office address

- The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)
- Email (*not through an EFM or EFSP*)
- Mail from a prison or jail at:

Name of prison or jail

c. On: _____
Date

At: _____ a.m. p.m.
Time

If you sent your document to more than 3 parties or lawyers, check the box and file the *Additional Proof of Delivery* with this form.

- I have completed an *Additional Proof of Delivery* form.

