

*For Court Use Only*

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

In **2a**, check the box if you are asking for more time to meet a deadline, such as to file an *Answer*.

- Explain what you need the extra time for.
- Enter the date you are asking the judge to give you until.
- Explain why you need more time.

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

- Check the reason you need to reschedule. If it is because you will be missing important evidence, fill out and attach a *Statement of Missing Evidence or Witness* form. If it is for a different reason, explain your reason (for example, because you are not available on the scheduled date).
- Check the type of court date you are asking to reschedule.

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

**2. I am asking the judge to:**

☐ a. Give me **more time to meet a deadline.**

I need more time to: \_\_\_\_\_  
which has a deadline of: \_\_\_\_\_  
*Date*

I need until: \_\_\_\_\_  
Date

I need more time because:

☐ b. **Continue (reschedule) a court date** that is already scheduled.

I need to reschedule my court date because:

☐ I will be **missing important evidence or a witness** on my court date.

I have filled out and attached a *Statement of Missing Evidence or Witness*.

☐ **A different reason.** The reason is:

My current court date is: \_\_\_\_\_ at \_\_\_\_\_ ☐ a.m. ☐ p.m.  
*Date* *Time*

This court date is for: ☐ Motion ☐ Trial ☐ Status  
☐ Other:

Under Illinois Supreme Court [Rule 137](#), your signature means that you have read the document, that to the best of your belief, it is true and correct and that you are not filing it for an improper purpose, such as to cause delay.

/s/

\_\_\_\_\_  
Your Signature\_\_\_\_\_  
Street Address

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.

\_\_\_\_\_  
Print Your Name\_\_\_\_\_  
City, State, ZIP\_\_\_\_\_  
Telephone\_\_\_\_\_  
Email

Enter your complete address, telephone number, and email address, if you have one.

\_\_\_\_\_  
Attorney # (if any)

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

## PROOF OF DELIVERY

I am sending the *Motion to Continue (Reschedule) or Extend Time*.

A *Statement of Missing Evidence or Witness* is attached:

☐ Yes

☐ No

To:

1. a. Name:

\_\_\_\_\_  
First\_\_\_\_\_  
Middle\_\_\_\_\_  
Last

Address:

\_\_\_\_\_  
Street, Apt #\_\_\_\_\_  
City\_\_\_\_\_  
State\_\_\_\_\_  
ZIP

Email address: \_\_\_\_\_

b. By:

☐ An approved electronic filing service provider (EFSP)

☐ Email (*not through an EFSP*)

*Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.*

☐ Personal hand delivery to:

☐ The party

☐ The party's family member who is 13 or older, at the party's residence

☐ The party's lawyer

☐ The party's lawyer's office

☐ Mail or third-party carrier

c. On: \_\_\_\_\_ at: \_\_\_\_\_ ☐ a.m. ☐ p.m.  
Date Time

In **1a**, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

In **1b**, check the box to show how you are sending the document.

**CAUTION:** If you and the person you are sending the document to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

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

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

<hr/>	<hr/>
<i>Your Signature</i>	<i>Street Address</i>
<hr/>	<hr/>
<i>Print Your Name</i>	<i>City, State, ZIP</i>
<hr/>	<hr/>
<i>Telephone</i>	<i>Email</i>
<hr/>	
<i>Attorney # (if any)</i>	

(09/23)