



MOTION TO CONTINUE (RESCHEDULE) OR EXTEND TIME

IN THE STATE OF ILLINOIS, CIRCUIT COURT

COUNTY: _____
County Where You Are Filing the Case

Enter the case information as it appears on your other court documents.

PLAINTIFF/PETITIONER OR IN RE: _____
Who started the case. First, Middle, and Last Name, or Business Name

DEFENDANTS/RESPONDENTS: _____
Who the case was filed against.

First, Middle, and Last Name, or Business Name

Case Number

1. PERSON FILING THE MOTION

Check one box. The Plaintiff/Petitioner is the person who started the case. The Defendant/Respondent is the person or business the case was filed against.

I am filing the *Motion*. I am the:

☐ Plaintiff/Petitioner ☐ Defendant/Respondent

2. MOTION

*Fill out **2a** if you are asking for more time to meet a deadline. Fill out **2b** if you are asking to continue (reschedule) your court date. Fill out **2a** and **2b** if you are asking for both.*

*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.*

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: _____.
Month, Day, Year

I need until: _____.
Month, Day, Year

I need more time because:

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

- Check the type of court date you are asking to reschedule.
- Check the reason you need to reschedule. If it is because you will be missing important evidence, you must 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, or you need more time to meet a deadline).

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

The court date I want to reschedule is:

_____ at _____ ☐ a.m. ☐ p.m.
Month, Day, Year Time

This court date is for:

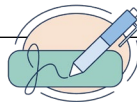
☐ Motion ☐ Trial ☐ Status ☐ Other: _____

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:

SIGN



Under Illinois Supreme Court Rule [137](#), my signature means that:

1) I read the document, 2) I have been informed and believe it is true and correct, and 3) I am not filing it to cause delay or for another bad reason.

If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.

Signature /s/ _____ Print Name _____

☐ **I am completing this form for myself**

Phone Number _____ Email (if you have one) _____

Your Address _____
Street, Apt. # City State Zip Code

Be sure to **check your email every day** so you do not miss important information, court dates, or documents from other parties.

☐ **I am a lawyer completing this form on behalf of a client** (Client name): _____

Lawyer Name _____ Attorney Number _____

Lawyer Phone Number _____ Law Firm _____

Lawyer Email _____

Address _____
Street, Apt. # City State Zip Code

PROOF (EXPLANATION) OF DELIVERY

This tells the judge how and when you will send your documents **to the other people in the case** under Rule [11](#). If a person in the case has a lawyer, **you must send your documents to their lawyer**. File this form with the Circuit Clerk, but do not list the Clerk below as a person you are sending your documents to.

A. I am sending this *Proof of Delivery* and the following court documents:

Name of Documents

To:

Full Name or Law Firm Name

B. I am sending the documents:

☐ By **email** to this email address: _____

☐ Through an approved **e-filing website (EFSP)** to this email address: _____



You **must** send documents electronically (by email or through an EFSP) if you and the person you are sending documents to have an email address. If you or the person you are sending to do not have an email address, or if you have permission from the judge, you may send documents using the options below.

☐ I am sending the documents to this address:

Street, Apt. #

City

State

Zip Code

By (check all that apply):

☐ Personal hand delivery.

You can only deliver to the person, person's family member over 13 at person's residence, person's lawyer, or the lawyer's office.

☐ Mail or third-party carrier (FedEx, UPS, etc.) to the address listed above, with postage or delivery prepaid.

Location of mailbox or third-party carrier: _____

Address or Intersection

City

State

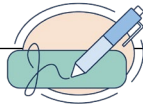
☐ Mail from a prison or jail: _____

Name and Address of Prison or Jail

C. The documents will be sent on: Date: _____
Month, Day, Year

Time: _____
Include AM or PM

☐ I am sending the document to more than 1 person and have completed an additional *Proof of Delivery* form.



Case Number _____

SIGN

Under [735 ILCS 5/1-109](#), my signature means that:

- 1) Everything in this document is true and correct, or I have been informed or I believe it to be true and correct, and
- 2) I understand that making a false statement on this form is perjury and has penalties provided by law.

If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.

Signature /s/ _____ Print Name _____

☐ I am completing this form for myself

Phone Number _____ Email (if you have one) _____

Address _____
Street, Apt. # City State Zip Code

Be sure to **check your email every day** so you do not miss important information, court dates, or documents from other parties.

☐ I am a lawyer completing this form on behalf of a client (Client name): _____

Lawyer Name _____ Attorney Number _____

Lawyer Phone Number _____ Law Firm _____

Lawyer Email _____

Address _____
Street, Apt. # City State Zip Code



WHAT'S NEXT

NEXT STEP FOR PERSON FILLING OUT THIS FORM:

After you fill out your forms, file them with the Circuit Clerk's office in the county where your case is taking place. Then, send your forms to the other people in the case. Find your Circuit Clerk: ilcourts.info/clerks.



Learn more about each step in the process and how to file in our Instructions:

ilcourts.info/how-to-motion-cont.

NEXT STEP FOR PERSON RECEIVING THIS DOCUMENT:

For more information about going to court, including how to fill out and file forms, call or text **Illinois Court Help** at 833-411-1121 or go to ilcourthelp.gov.

If there are any words or terms that you do not understand, please **visit Illinois Legal Aid Online** at ilao.info/glossary. You may also find more information, resources, and the location of your local legal self-help center at: ilao.info/lshc-directory.