

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	MOTION TO CONTINUE OR EXTEND TIME	<i>For Court Use Only</i>
Instructions ▼		
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.	_____ Plaintiff / Petitioner <i>(First, middle, last name)</i>	
Enter the name of the people and businesses sued as Defendants/ Respondents.	V. _____	
Enter the Case Number given by the Circuit Clerk.	_____ Defendants / Respondents <i>(First, middle, last name, or business name)</i>	_____ Case Number

In 1, check if you are the Plaintiff/Petitioner or Defendant/Respondent.
In 2, check the box if you are asking the court to continue (reschedule) a court date that has already been scheduled.
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.

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

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 3, check the box if you are asking for more time to do something (e.g. file an <i>Answer</i>).
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.

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: _____

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.

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

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.

_____ City, State, ZIP
Print Your Name

_____ Email
Telephone

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

1. I am sending the *Motion to Continue or Extend Time*

a. To:

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.

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

In 2a, 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 2b, 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.

If you are sending your document to more than 2 parties or lawyers, check the box and file the *Additional Proof of Delivery* with this form.

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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 address, telephone number, and email address, if you have one.

2. I am sending this document:

a. To:

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*)

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The party's lawyer

The party's lawyer's office

Mail or third-party carrier

c. On: _____ at: _____ a.m. p.m.
Date Time

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

I certify that everything in the *Proof of Delivery* 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](#).

Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone

Email

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