

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Clerk of the Court]

[Name of the Appellate Court]

[Court Address]

[City, State, Zip Code]

Re: [Case Name]

Appellate Case No.: [Case Number]

Request for Extension of Time to File [Appellant/Appellee] Brief

Dear Clerk of the Court,

Pursuant to [Local Court Rule Number], [Appellant/Appellee], [Party Name], respectfully requests a [Number of Days]-day extension of time to file the [Title of Brief], currently due on [Current Deadline Date]. With this requested extension, the new filing deadline would be [Requested New Deadline Date].

This extension is requested for the following reason(s):

[Insert reason: e.g., complexity of the record, unexpected illness, conflicting trial schedule, or delay in receiving transcripts].

[Select one:]

- Opposing counsel has been consulted and [consents / does not object] to this request.
- Opposing counsel has been consulted and objects to this request.
- Opposing counsel could not be reached prior to this filing.

This request is made in good faith and not for the purposes of unnecessary delay. No previous extensions have been requested in this matter [or state number of previous extensions].

Thank you for your time and consideration of this request.

Sincerely,

[Your Signature]

[Your Printed Name]

Counsel for [Party Name]

cc: [Opposing Counsel Name]