

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Clerk of the Court]
[Name of the Court]
[Court Address]

Re: [Case Name]
Case Number: [Insert Case Number]

MOTION / REQUEST FOR EXTENSION OF TIME TO FILE NOTICE OF APPEAL

To the Clerk of the Court and the Honorable Presiding Judge:

I am writing to respectfully request an extension of time to file the Notice of Appeal in the above-referenced case. The current deadline for filing is [Original Deadline Date].

I am requesting an extension of [Number] days, which would move the new filing deadline to [Requested New Date].

This request is made due to the following circumstances: [Briefly describe the reason, e.g., medical emergency, delay in receiving court transcripts, or difficulty obtaining legal counsel].

This request is made in good faith and not for the purpose of undue delay. I believe that no party to this action will be prejudiced by the granting of this extension.

Thank you for your time and consideration of this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

cc: [Opposing Counsel/Party Name]