

[Your Name/Attorney Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Court Name]
[Court Address]
[City, State, Zip Code]

RE: [Case Name/Caption]
Case Number: [Case Number]

NOTICE OF MOTION FOR EXTENSION OF TIME

TO ALL PARTIES AND THEIR ATTORNEYS OF RECORD:

PLEASE TAKE NOTICE that on [Date], at [Time], or as soon thereafter as the matter may be heard in Department [Number] of the above-entitled Court, [Your Name/Party Name] will and hereby does move the Court for an order extending the time to [describe action, e.g., file a responsive pleading/respond to discovery] from [Original Deadline] to [Requested New Deadline].

This motion is made pursuant to [Cite Local Rule or Statute] on the grounds that [briefly state reason, e.g., excusable neglect, complexity of issues, or pending settlement discussions].

This motion is based upon this Notice, the attached Declaration of [Name] in support thereof, the Memorandum of Points and Authorities (if required), and all pleadings and records on file in this action.

Dated: [Current Date]

Respectfully submitted,

[Signature]
[Typed Name]
[Title/Capacity]