

**PROCEDURES: WHAT TO DO WITH THE “MOTION TO EXTEND DISMISSAL DATE”
NOW THAT YOU HAVE FILLED IT OUT**

If you have filled out the “*Motion to Extend Dismissal Date*,” here are the steps you need to take:

STEP 1: **COPIES.** Make 2 copies of the “*Motion to Extend Dismissal Date.*”

STEP 2: **ORIGINAL “MOTION TO EXTEND DISMISSAL DATE:”** Give the original and copies of the “*Motion to Extend Dismissal Date*” to the Clerk of the Court where you filed your case. The Clerk will keep the original and stamp the copies and return them to you. These are now “conformed” copies. The stamp provides proof the original was filed.

STEP 3: **ORIGINAL “ORDER TO EXTEND DISMISSAL DATE:”** Give the original “*Order to Extend Dismissal Date*” to the Clerk of the Court. Make sure you have filled in **ONLY** the names of the Petitioner and Respondent and Case Number. The judge will fill in the rest of the form.

STEP 4: **MAIL OR DELIVER A COPY** of the “*Motion to Extend Dismissal Date*” to the other party(s) involved in your case and keep one copy for your records.

STEP 5: **WAIT TO RECEIVE A NOTICE FROM THE COURT.** Once you have delivered your Motion and Order to the court, the judge will either sign the original Order and send to you a conformed copy or send a Minute Entry telling you whether or not your motion has been granted. If the judge does not grant your motion, you may want to see a lawyer for help.