

## **INSTRUCTIONS: HOW TO FILL OUT THE “*MOTION TO EXTEND DISMISSAL DATE*”**

**USE THIS FORM ONLY** If you have received a notice of dismissal.

**Step 1:** Make sure your form is titled “*Motion to Extend Dismissal Date*”. **Type or print clearly using black ink only.**

**Step 2:** In the top left corner of the first page fill out the following: Your name; Address; City; State and Zip Code; Telephone Number; and your ATLAS Number.

**Step 3:** Fill in the names of the Petitioner and Respondent as they appear on your original paperwork.

**Step 4:** Fill in your case number where it says “Case No.” Your case number stays the same any time you file any papers in your case.

**Step 5:** Write your name in the space provided on the first line in the body of the motion.

**Step 6:** Check the appropriate box(es) to indicate the reason(s) why you feel the Judge should continue your case, or check the last box and write in your own reasons. You must have good reasons and good cause or the Judge will not extend the dismissal date.

**Step 7:** Write in a specific calendar date (month, date, and year) that you want to be the new dismissal date, based on how many additional days you feel are needed to complete your case. Extensions are commonly requested for additional 30-day periods, for example: 30, 60 or 90 days. Remember to supply a calendar date ending whatever period you choose.

**Step 8:** Write in the day, month and year you signed the Motion in the space provided. Then sign your name.

**Step 9:** On the bottom of the Motion you will indicate that you are mailing a copy to the other party involved in your case. Do this by filling in the date the copy will be mailed or delivered and filling in the name and address of the other party.

**Step 10:** Complete the “*Order to Extend Dismissal Date*” by following steps 3 thru 4.

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

FOR CLERK'S USE ONLY

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Petitioner	)	Case No. _____
	)	
and	)	<b>MOTION TO EXTEND DISMISSAL DATE</b>
	)	
Respondent.	)	

I, \_\_\_\_\_ (your name) request an extension of the dismissal date because:

- I have not been able to serve the other party or service is not complete.
- I have served the other party but need to wait the required 60 days to finalize this case.
- I have served the other party and filed an Affidavit of Default but need to allow more time for the other party to file a response.
- I have not yet completed the Parental Information Program (PIP).
- I have not been able to complete this case for other reasons and request the court schedule a Resolution Management Conference to assist me.
- For this (these) reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For the reason or reasons listed above, please extend the dismissal deadline until this date** (specify a month, date, year): \_\_\_\_\_.

Date: \_\_\_\_\_  
Your Signature \_\_\_\_\_

**A copy of this request (Motion) was mailed this Month/Date/Year:** \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# **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 AND ENVELOPES.**

Make **3 copies** of the “*Motion to Extend Dismissal Date*.” Make **2 copies** of the “*Order to Extend Dismissal Date*.” Prepare 2 addressed stamped envelopes, one addressed to you and the other addressed to the other party.

**STEP 2: FILE THE ORIGINAL “*Motion to Extend Dismissal Date*”** with the Clerk of the Court and ask to have the copies of the Motion stamped. These are called conformed copies and are proof that the original was filed.

**STEP 3: PROCESSING YOUR MOTION.** Give the following documents to Family Court Administration and tell them it is for the Judge assigned to the case, or put the documents in the Judge’s box, or mail the documents to the Judge.

- the original “*Order to Extend Dismissal Date*” and 2 copies
- one copy of the “*Motion to Extend Dismissal Date*”
- the 2 addressed stamped envelopes

**STEP 4: MAIL OR DELIVER A COPY** of the “*Motion to Extend Dismissal Date*” to the other party(ies) 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, 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.

**DO NOT COPY OR FILE  
THIS DOCUMENT**