

**MOTION TO
EXTEND
DISMISSAL
DATE**

**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 GRAHAM COUNTY

_____)	
Petitioner)	Case No. _____
)	
and)	MOTION TO EXTEND DISMISSAL DATE
)	
_____)	
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(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, 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**