This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts.
Forms are free at ilcourts.info/forms.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	MOTION TO CONTINUE (RESCHEDULE) OR EXTEND TIME	*For Court Use Only*

Instructions ▼	
Directly above, enter the name of the county where the case was filed.	
Enter the name of the person who started the lawsuit as Plaintiff/Petitioner.	_____ **Plaintiff / Petitioner** *(First, middle, last name)*
Enter the name of the people and businesses sued as Defendants/ Respondents.	v. _____ _____
Enter the Case Number given by the Circuit Clerk.	_____ **Defendants / Respondents** *(First, middle, last name, or business name)*

_____
Case Number

In **1**, check if you are the Plaintiff/Petitioner or Defendant/Respondent.

In **2a**, check the box if you are asking for more time to meet a deadline, such as to file an *Answer*.

- Explain what you need the extra time for.
- Enter the date you are asking the judge to give you until.
- Explain why you need more time.

In **2b**, check the box if you are asking to continue (reschedule) a court date that is already scheduled.

- Check the reason you need to reschedule. If it is because you will be missing important evidence, fill out and attach a *Statement of Missing Evidence or Witness* form. If it is for a different reason, explain your reason (for example, because you are not available on the scheduled date).
- Check the type of court date you are asking to reschedule.

1. ***Motion* by:** ☐ Plaintiff/Petitioner ☐ Defendant/Respondent

2. I am asking the judge to:

☐ a. Give me **more time to meet a deadline**.

I need more time to: _____

which has a deadline of: _____
Date

I need until: _____
Date

I need more time because: _____

_____
_____
_____
_____
_____

☐ b. **Continue (reschedule) a court date** that is already scheduled.

I need to reschedule my court date because:

☐ I will be **missing important evidence or a witness** on my court date.
I have filled out and attached a *Statement of Missing Evidence or Witness*.

☐ **A different reason**. The reason is:

_____
_____
_____
_____
_____

My current court date is: _____ at _____ ☐ a.m. ☐ p.m.
Date *Time*

This court date is for: ☐ Motion ☐ Trial ☐ Status
☐ Other: _____

Under Illinois Supreme Court Rule 137, your signature means that you have read the document, that to the best of your belief, it is true and correct and that you are not filing it for an improper purpose, such as to cause delay.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

/s/
Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone

Email

Attorney # (if any)

GETTING COURT DOCUMENTS BY EMAIL: You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

PROOF OF DELIVERY

I am sending the *Motion to Continue (Reschedule) or Extend Time.*

A *Statement of Missing Evidence or Witness* is attached:

☐ Yes ☐ No

To:

In **1a**, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

1. a. Name: _____
First *Middle* *Last*

Address: _____
Street, Apt # *City* *State* *ZIP*

Email address: _____

In **1b**, check the box to show how you are sending the document.

CAUTION: If you and the person you are sending the document to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

b. By:

☐ An approved electronic filing service provider (EFSP)

☐ Email *(not through an EFSP)*

Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.

☐ Personal hand delivery to:

- ☐ The party
- ☐ The party's family member who is 13 or older, at the party's residence
- ☐ The party's lawyer
- ☐ The party's lawyer's office

☐ Mail or third-party carrier

In **c**, fill in the date and time that you are sending the document.

c. On: _____ at: _____ ☐ a.m. ☐ p.m.
Date *Time*

In **2**, if you are sending the document to more than 1 party or lawyer, fill in **a**, **b**, and **c**. Otherwise leave **2** blank.

In **2a**, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

In **2b**, check the box to show how you are sending the document.

CAUTION: If you and the person you are sending the document to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

In **c**, fill in the date and time that you are sending the document.

If you are sending your document to more than 2 parties or lawyers, check the box and file the *Additional Proof of Delivery* with this form.

Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a statement on this form that you know to be false is perjury, a Class 3 Felony.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

To:

2. a. Name: _____
First *Middle* *Last*

Address: _____
Street, Apt # *City* *State* *ZIP*

Email address: _____

b. By:

☐ An approved electronic filing service provider (EFSP)

☐ Email *(not through an EFSP)*

Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.

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- ☐ The party's lawyer
- ☐ The party's lawyer's office

☐ Mail or third-party carrier

c. On: _____ at: _____ ☐ a.m. ☐ p.m.
Date *Time*

☐ I have completed an *Additional Proof of Delivery* form.

I certify that everything in the *Proof of Delivery* is true and correct. I understand that a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.

/s/
Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone

Email

Attorney # (if any)

GETTING COURT DOCUMENTS BY EMAIL: You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

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