

How to Ask for More Time to File Documents in Your Civil Appeal

Deadlines are very important in civil appeals. If you file your appeal too late, it could be dismissed. If you missed a deadline for your appeal OR if you need more time to file a document for your appeal, you will need to file a Motion and proposed order with the appellate court, and serve the other party.

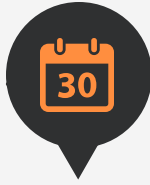
What is a Motion? It's a form you will file any time you want to ask the appellate court to take action related to your appeal.

The **Supreme Court Rules** list specific deadlines that must be followed. Each appellate district also has **local rules** that must be followed. This guide explains how to file common Motions to request more time. Click on the links below to find forms and instructions you can use.

STEPS

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Notice of Appeal



Due Date

- The Notice of Appeal is generally due 30 days after final judgment or order.
- Some cases have shorter deadlines.
- E-file the Notice of Appeal with the clerk of the circuit court where your case was heard.



Missed the deadline?

- E-file a Motion complying with Rule 303(d) to request leave to file a late Notice of Appeal.
- In your Motion, explain why you need more time.
- E-file the Motion, along with a proposed order & proof of service, with the clerk of the appellate court where your appeal was filed. The Motion is due within 30 days of the original due date of the Notice of Appeal.



Forms and Rules

- **Notice of Appeal**
- **Motion**
- See **Supreme Court Rules:** 11, 12, 303, 303(d), 361, and 373

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Docketing Statement



Due Date

- The Docketing Statement is generally due within 14 days after the Notice of Appeal is filed.
- Some cases have shorter deadlines.
- E-file the Docketing Statement with the clerk of the appellate court. You must pay the filing fee or submit a fee waiver application (this is the only fee due in the Appellate Court)



Need more time?

- E-file a Motion to request an extension of time. Contact your clerk's office for specific instructions in your district.
- In your Motion, explain why you need more time.
- E-file this Motion, along with a proposed order & proof of service, with the clerk of the appellate court where your appeal was filed.



Forms and Rules

- **Docketing Statement**
- **Motion**
- See **Supreme Court Rules:** 11, 12, 312, 361, and 373

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Briefs



Due Date

- Appellant's Brief is generally due within 35 days of the filing of the record on appeal.
- Appellee's Brief is generally due within 35 days after filing of the appellant's brief.
- Appellant's Reply Brief (optional) is due 14 days after due date for Appellee's Brief.
- E-file briefs with the clerk of the appellate court.



Need more time?

- E-file a Motion to request an extension of time.
- In your Motion, explain why you need more time.
- E-file this Motion, along with a proposed order & proof of service, with the clerk of the appellate court where your appeal was filed.



Forms and Rules

- **All Appellate Briefs**
- **Motion**
- See **Supreme Court Rules:** 11, 12, 341, 342, 343, 361, and 373

