

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO WITH THE MOTION FOR MORE TIME TO SERVE NOW THAT YOU HAVE FILLED IT OUT

USE THIS FORM ONLY if you have filled out the *“Motion for More Time to Serve the Other Party”*. Here are the steps you need to take:

STEP 1: **COPIES and ENVELOPES.** Make **2 copies** of the *“Motion for More Time to Serve the Other Party,”* and Order and follow these instructions:

ORIGINAL MOTION. File the original Motion with the Clerk of the Court where you filed your case.

ORIGINAL ORDER AND COPY OF MOTION: Give one copy to the Family Court Administration if you have a Family Court (FC) case or go to Civil Court Administration if you have a Civil (CV) case and ask them to put a copy in the Judge’s box, or mail a copy to the Judge. Court staff will deliver this copy to the Judge??. Also attach one self-addressed stamped envelope so that the Judge’s staff can mail you a copy of the Order/decision.

COPY OF MOTION AND ORDER: When you file the Original with the Clerk of the Court, ask the Clerk of the Court to stamp this copy for you. This is called a “conformed copy.” It is proof that the original was filed. Keep this copy for your records.

STEP 2: **WAIT TO RECEIVE A NOTICE FROM THE COURT.** Once you have filed the Motion, the Judge will sign the Order or return a *“Minute Entry”* to you telling you whether you have more time to serve the other party. If the Judge gives you more time to serve the other party, make sure you follow the Judge’s order. If the Judge does not give you more time to serve the other party, see a lawyer for help.