

MOTION TO ENLARGE TIME TO FILE RESPONSE

INSTRUCTIONS:

Please follow these instructions CAREFULLY, and complete each and every step as listed below:

- 1) Create a document based on the example provided.
- 2) Do not put a length of time you'd like to have – leave it open-ended.
- 3) Sign your name on the line above Defendant.
- 4) Fill out the Certificate of Service at the end with the name and address of the person who filed the Complaint. The name will be on the Summons you received. Place the date you mailed a copy of your Motion to them in the space provided.
- 5) Make three (3) copies of the Motion.
- 6) Take ALL copies and the original to the Courthouse. File the original with the Clerk of Courts listed at the top or last page of the Summons you received.
- 7) Mail one copy to the Plaintiff's attorney.
- 8) Keep two copies for yourself.

Mailing Addresses to the Clerk of Courts

**Orange County Clerk of Court
425 N Orange Avenue
Orlando, FL 32801**

**Osceola Clerk of Court
2 Courthouse Square
Kissimmee, FL 34741**

**Polk County Clerk of Court
255 North Broadway Avenue
Bartow, FL 33830**

**Seminole Clerk of Court
301 North Park Avenue
Sanford, FL 32771**

**Lake County Clerk of Court
550 West Main Street
Tavares, FL 32778**

IN THE _____ COURT, IN AND FOR
_____ COUNTY, FLORIDA

CASE NO: _____
DIVISION: _____

Plaintiff

vs.

Defendant

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Defendant, _____, asks the Court to extend his/her/their time to file a response to the Plaintiffs' Complaint in the above-style matter. Defendant is seeking legal assistance concerning this matter, but due to time limitations, Defendant has/have not been given the opportunity to adequately consult with an attorney, and for this reason requests the extension of time to respond.

WHEREFORE, Defendant _____, requests that this Court enlarge the time for filing him/her/their response.

CERTIFICATE OF SERVICE

The undersigned certifies that a true copy of this document has been mailed to name of attorney for plaintiff, Attorney for Plaintiff, full address, including zip code, this date you mailed (should be before the deadline for the answer).

Defendant
Your name and address