United States District Court Eastern District of Texas



How to file Unopposed Applications to Extend Time to Answer the Complaint [LR CV-12] (AI CV-12 2-2008)

Attorney Instructions

How to file Unopposed Applications to Extend Time to Answer the Complaint Local Rule CV-12 - Texas Eastern District Court

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SUMMARY OF LOCAL RULE CV-12

Local Rule CV-12 allows an attorney to file an *unopposed application* with the clerk to extend the deadline for a defendant to answer the complaint or file a motion under Fed. R. Civ. P. 12(b). The clerk shall grant the application with dispatch as long as the initial request is for no more than 30 days, and any subsequent requests do not result in an overall extension exceeding 45 days.

Please note that this procedure is very specific to Rule CV-12 and does not apply to all motions to extend deadlines.

One new event has been created to assist you in docketing your application. Only use this event if your application is **unopposed**:

Unopposed Application for Extension of Time to Answer Complaint

Before you docket the application event, complete the *Unopposed Application for Extension of Time to Answer Complaint* form. You will attach this form to your application docket entry. This form is available in pdf on the Texas Eastern District Court website under forms. The form number is UAET (02-2008).

PROCEDURE

• The Unopposed Application for Extension of Time to Answer Complaint event is found by clicking Answer Extension Application from the Motions and Related Filings category.



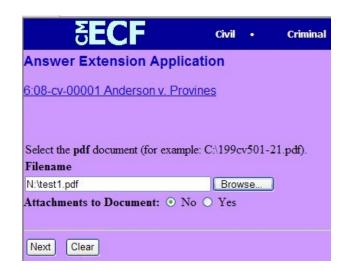
• Select the event by clicking the downward arrow and then click the event text. Click *Next* to continue.



• Enter the case number. Click *Next* to continue.



→ Attach your completed *Unopposed Application for Extension of Time to Answer Complaint* pdf. Select *No* for Attachments to Document. Click *Next* to continue.



• Select the filer. Click *Next* to continue.



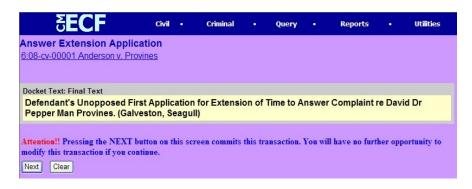
• Enter the application number. First, Second, Third etc. Click *Next* to continue.



• The docket text will appear. Click *Next* to continue.



• The final text will be displayed. Click **Next** to commit your transaction.



• Your Notice of Electronic Filing is displayed. Congratulations, you're done.

