

**IN THE COURT OF APPEALS OF VIRGINIA**

**RECORD NO.**

Name(s), Appellant(s)<sup>1</sup>

v.

Name(s), Appellee(s)

**MOTION FOR EXTENSION OF TIME**

Appellant/Appellee (Name), by counsel, (if applicable), moves this Honorable Court for an order extending the time within which to file (name of pleading that requires an extension). In support of this request, the appellant/appellee states:

- 1) On (date), the (name of City/County) Circuit Court entered an order regarding (describe trial court order being appealed) (If a motion is filed before the Court of Appeals receives the trial court record, parties should attach a copy of the order being appealed.)
- 2) On (date), the appellant filed a notice of appeal.
- 3) On (date) (state the relevant proceedings and status of the case in the trial court or the Court of Appeals).
- 4) Appellant/appellee requires an extension of time because (state the reasons why an extension is needed).<sup>2</sup>
- 5) In accordance with Rule 5A:2(a), I contacted the opposing party before filing this motion. The opposing party (agrees/objects) to the extension requested.<sup>3</sup>

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<sup>1</sup> Regardless of whether you were the plaintiff or the defendant in the trial court, in the Court of Appeals you are called the appellant if you are the one who is appealing or the appellee if you are responding to an appeal filed by someone else.

<sup>2</sup> Rule 5A:3 provides that an extension may be granted for good cause shown.

WHEREFORE, the appellant/appellee respectfully requests an extension of time to file (name of pleading) for (amount of time).

**CERTIFICATE OF SERVICE**

I certify that on *(date)* \_\_\_\_\_, I *(check one)*

mailed |  emailed

a copy of this document to:

Party Name: \_\_\_\_\_

Attorney Name: *(if any)* \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
[Signature]

[Date]

NAME OF PARTY OR ATTORNEY  
EMAIL ADDRESS  
LAW FIRM NAME (IF APPLICABLE)  
MAILING ADDRESS  
TELEPHONE NUMBER  
BAR NUMBER (IF APPLICABLE)

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<sup>3</sup> Rule 5A:2(a)(2) provides that opposing parties have 10 days after a motion is filed to file a response, but the Court of Appeals may act on the motion before the 10 days expire, if necessary.