

## **Instructions for Motion for Extension of an Eviction Date:**

This form may be used by a defendant that is seeking an extension of that defendant's eviction date.

1. Fill in the blanks in the caption with the case information. The case information may be obtained by searching with the case number or the property address on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>.
2. Fill in your name wherever "Name of Defendant" appears.
3. Fill in the date of your scheduled eviction in the blank marked "Date eviction is scheduled".
4. Provide your reasons for seeking an extension of the eviction under the "Reason for extension" section. Add pages if necessary. Often, a reason for a Motion for an Extension of the Eviction is because one's new residence is not ready to move into.
5. Sign the Motion and include your contact information.
6. Sign and complete the Certificate of Service. See the form titled "Certificate of Service" for more information. The parties' addresses may be obtained by searching with the case number on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>. Attach the completed Certificate of Service to your Motion.
7. File your Motion with the Cuyahoga County Clerk of Courts.
- 8. If you fail to do any of the above, your Motion will likely be denied.**
9. Under Civ.R. 6(C), the other parties in the case have at least 14 days to respond to your Motion. Do not expect a ruling until after these 14 days have passed. Check the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us> for a ruling on your Motion.
- 10. Please note: the party seeking the extension of the eviction should be prepared to be evicted on the date the Sheriff scheduled the eviction because there is no guarantee that the Motion for Extension will be granted.**

**COURT OF COMMON PLEAS  
GENERAL DIVISION  
CUYAHOGA COUNTY, OHIO**

\_\_\_\_\_  
Plaintiff

CASE NO. \_\_\_\_\_

vs.

JUDGE \_\_\_\_\_

\_\_\_\_\_  
Defendant

**MOTION FOR EXTENSION OF THE  
DEFENDANT'S EVICTION DATE**

Now comes Defendant, \_\_\_\_\_, and moves the Court for an  
[Name of Defendant]

extension of the eviction scheduled for \_\_\_\_\_. Defendant states that  
[Date eviction is scheduled]

the reason s/he is seeking an extension of the eviction date is \_\_\_\_\_

\_\_\_\_\_  
[Reason for extension]

Defendant respectfully asks the Court to grant an extension of the Defendant's eviction date for a period of 30 (thirty) days. Defendant states that s/he resides in the subject property.

Respectfully submitted,

\_\_\_\_\_  
[Signature of Defendant]

\_\_\_\_\_  
[Printed name of Defendant]

\_\_\_\_\_  
[Address, phone number and email address  
of Defendant]

Certificate of Service

A copy of the foregoing Motion for Extension of Eviction Date has been sent by regular U.S. Mail to the following parties or their counsel of record:

[Please list all parties in the case or their attorneys and their addresses]

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[Signature of Defendant]

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[Printed name of Defendant]

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[Date]