

**COCKLE LAW BRIEF PRINTING COMPANY**  
**SAMPLE OF EXTENSION OF TIME REQUEST FOR**  
**BRIEFS, MOTIONS, and OTHER DOCUMENTS**

*Using your firm's letterhead:*

Date

Clerk of the Supreme Court  
US Supreme Court Building  
One 1<sup>st</sup> Street NE, Room 30  
Washington, DC 20543-0002

Re: Case Number and Case Name

Dear \_\_\_\_\_:

State your request for extension of time, indicating the amount of time requested, citing Rules 30.2, 30.3 and 30.4.

Note when the petition or brief was filed and docketed, as well as the present due date of your brief.

Give full details of why your request for extension of time is justified. (Examples: Late retainment of counsel, illness, act of God, etc.)

Advise the Court of opposing counsel's name and whether or not he/she has consented to your request for extension of time.

Sincerely,

Attorney Name  
Counsel for Respondent/Petitioner  
Your Address and Telephone Number

Cc: Send copy to Opposing Counsel

Refer to Supreme Court Rules 30.2, 30.3 and 30.4  
(The letter shall be served on all other parties as required by Rule 29.)