

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 result in an overall extension does not exceed 45 days.

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

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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.

Answer Extension Application

Unopposed Application for Extension of Time to Answer Complaint ▼

Next Clear

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

ECF Civil • Criminal • Query •

Answer Extension Application

Case Number

6:08-cv-1 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

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

ECF Civil • Criminal

Answer Extension Application

[6:08-cv-00001 Anderson v. Provines](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

N:\test1.pdf Browse...

Attachments to Document: No Yes

Next Clear

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

ECF Civil • Criminal • Query

Answer Extension Application

[6:08-cv-00001 Anderson v. Provines](#)

Select the filer.

Select the Party:

Anderson, James [Plaintiff] Add/Create New Party

Provines, David Dr Pepper Man [Defendant]

Next Clear

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

ECF Civil • Criminal

Answer Extension Application
[6:08-cv-00001 Anderson v. Provines](#)

Application Number (i.e., First, Second):

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

ECF Civil • Criminal • Query • Reports

Answer Extension Application
[6:08-cv-00001 Anderson v. Provines](#)

Defendant's Unopposed First Application for Extension of Time to Answer Complaint re David Dr Pepper Man Provines.
 (Galveston, Seagull)

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

ECF Civil • Criminal • Query • Reports • Utilities

Answer Extension Application
[6:08-cv-00001 Anderson v. Provines](#)

Docket Text: Final Text
Defendant's Unopposed First Application for Extension of Time to Answer Complaint re David Dr Pepper Man Provines. (Galveston, Seagull)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

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

Notice of Electronic Filing

The following transaction was entered by Galveston, Seagull on 2/5/2008 at 12:53 PM CST and filed on 2/5/2008

Case Name: Anderson v. Provines
 Case Number: [6:08-cv-1](#)
 Filer: David Dr Pepper Man Provines
 Document Number: 2

Docket Text:
 Defendant's Unopposed First Application for Extension of Time to Answer Complaint re David Dr Pepper Man Provines. (Galveston, Seagull)