

SAMPLE FORM Q

**STIPULATION FOR EXTENSION OF TIME TO FILE
BRIEF (CIVIL CASE)**

STIPULATION FOR EXTENSION OF TIME TO FILE BRIEF - INSTRUCTIONS

If the court has not already granted an application to extend the time to file your brief, the parties may stipulate to extend the briefing time for up to 60 days for each type of brief by filing one or more stipulations in the Court of Appeal **before** the brief is due. (CRC rule 8.212(b).) The stipulation must be signed by and served on all parties.

This form is available online in Adobe Acrobat PDF format and may be filled out electronically for free at <http://www.courts.ca.gov/forms>. Select "Appellate" forms, then click on Form [APP-012](#).

Filling out the Stipulation For Extension of Time form:

Caption

- (1) If you are appealing a case from San Diego or Imperial County, fill out the top box of the form as follows: "Court of Appeal, Fourth Appellate District, Division One." Indicate the Court of Appeal case number and the Superior Court case number in the boxes to the right.
- (2) In the "Attorney or Party Without Attorney" area at the top of the form, fill out your name, mailing address, telephone number where you can be reached during the day, and if available, e-mail address and fax number.
- (3) In the next box down, write your name next to "APPELLANT" and the responding party's name next to "RESPONDENT."

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Entry 1. Check whether your stipulation is for appellant's opening brief, respondent's brief, combined respondent's and appellant's opening brief, combined appellant's reply brief and respondent's brief, or appellant's reply brief.

Entry 2. Fill in the date the brief is currently due (**before** your stipulated extension).

Entry 3. Fill in the number of days of your requested extension, and the new due date.

Entry 4. Check whether there have been earlier extensions by stipulation. If earlier extensions were received by stipulation, fill in the total number of days briefing has already been extended. The combined extensions to file a brief by stipulation may not exceed 60 days.

Entry 5. If you are an attorney, you must certify you have served a copy of the stipulation on your client and check the box.

Entry 6. You must attach a **Proof of Service** and serve it on all parties. If the stipulation is served by mail or personal delivery, have someone over the age of 18 who is not a party to the action serve the document and fill out form [APP-009](#). If you are serving the stipulation by e-mail, you can do it yourself and fill out form [APP-009E](#). See requirements in box below and instructions accompanying [Sample Form C](#).

Date the form at the bottom of page 1, type or print your name legibly, and sign.

Serve: All counsel
All self-represented parties
(If you are an attorney, serve your client.)

Instructions for Filing in Paper:
Original with completed Proof of Service on all counsel and self-represented parties