

VIRGINIA:

CASE NO. _____

HEARING DATE _____

GENERAL DISTRICT COURT

Name of Court

Address of Court

Plaintiff

v.

Defendant

**NOTICE AND MOTION FOR EXTENSION OF TIME TO SERVE
AND FILE A GROUNDS OF DEFENSE**

PLEASE TAKE NOTICE THAT ON _____ at _____,
Date Time

_____, Defendant, will move this Court to allow
additional time to serve the attached, proposed Grounds of Defense. As grounds
therefore the Defendant states as follows:

1. Virginia Supreme Court Rule [1:9](#) provides, in pertinent part: “the time allowed for filing pleadings may be extended by the court in its discretion and such extension may be granted although the time fixed already has expired;”
2. On _____ the Court ordered the Defendant to file a Grounds of Defense to Plaintiff’s claim on or before _____.
3. The Defendant did not timely file and serve a Grounds of Defense because:

Counsel or Requesting Party

Counsel or Requesting Party

Name and Address of Law Firm or *Pro Se* Party

Printed Name of Counsel or Requesting Party

Virginia State Bar No.

Telephone Number

Fax Number

E-mail address (optional)

CERTIFICATE OF SERVICE

I certify that a true copy of the above _____
Name of Pleading

was mailed, faxed _____, electronically
Fax No. Time

mailed¹ or hand-delivered on the _____ day of _____, _____, to:
Day Month Year

Name and Address of Counsel of Record and/or Parties not Represented by Counsel

Person certifying

¹ Pursuant to Virginia Supreme Court Rule [1:12](#) as Amended October 15, 2003

_____)
Plaintiff,)
_____))
_____) Case No. _____
Defendant.)

**Order for Extension of Time to Serve and File
a Grounds of Defense**

UPON motion of Defendant, requesting the Court to grant an extension of time to serve and file a Grounds of Defense pursuant to Virginia Supreme Court Rule 1:9. The Court previously Ordered the Defendant to serve and file his/her Grounds of Defense on or before _____; and

IT APPEARING TO THE COURT THAT:

additional time is warranted for the Defendant to serve and file a Grounds of Defense.

ORDERED that the Defendant serve and file his/her Grounds of Defense on or before _____ and that trial be set for _____.

ENTERED: _____
Date

Judge of the General District Court

I ASK FOR THIS:

Firm Name and Address

By: _____
Signature

Tel: _____

Print Name

Fax: _____

VSB#¹ _____
Optional

E-Mail _____
Optional

SEEN AND AGREED DISAGREED

Firm Name and Address

By: _____
Signature

Tel: _____

Print Name

Fax: _____

VSB # _____
Optional

E-Mail _____
Optional

Additional Information (optional)

¹ Virginia State Bar