

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 initial request is for no more than 30 days, and any subsequent requests do not result in an overall extension exceeding 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)