

**INSTRUCTIONS FOR FILLING OUT THE ORDER
EXTENDING PLAINTIFF'S TIME TO SERVE THE SUMMONS**

PRINT AND USE BLACK INK ONLY.

- 1 Enter the county, street address and city of the court before which the matter will be heard. Leave the date information blank.
- 2 Leave blank.
- 3 Write the name of the Plaintiff(s).
- 4 Write the name of the Defendant(s).
- 5 Write the case Index Number.
- 6 Enter your name.
- 7 Enter the date the accompanying affidavit was signed in the presence of a notary public.
- 8 Enter your name.
- 9 Leave blank.

*****PLEASE NOTE: YOU MUST SUBMIT AN AFFIDAVIT EXPLAINING WHY SERVICE WAS NOT MADE WITHIN THE TIME LIMIT OR OTHERWISE JUSTIFYING WHY THE TIME TO SERVE SHOULD BE EXTENDED. THIS CAN BE DONE BEFORE OR AFTER THE TIME TO SERVE HAS EXPIRED. (SEE CPLR 305-b)**