

**PART 40 FILERS:
APPLICATION TO REQUEST AN EXTENSION
OF TIME TO FILE A FINANCIAL DISCLOSURE
STATEMENT**

**State of New York
Ethics Commission
for the Unified Court System**

25 Beaver Street, 8th Floor

New York, NY 10004

(212) 428-2899

Website: www.nycourts.gov/ip/ethics

Email: ethicscomm@nycourts.gov

THIS REQUEST DOES NOT AUTOMATICALLY EXTEND THE TIME TO FILE YOUR FINANCIAL DISCLOSURE STATEMENT.

NO EXTENSION OF TIME WILL BE GRANTED BEYOND 60 DAYS OF THE ORIGINAL DUE DATE UNLESS:

- the filer is currently on leave and will not return to his or her office within that sixty days. If so, the time to file may be extended for no more than four weeks from the date that the filer returns to his or her office; or
- the filer has asked for a filing extension in response to a notice to cure. If so, the time to file may be extended for no more than four weeks from the date that the filer requests the extension; or
- the filer has made a filing exception request. If so, the time to file may be extended for no more than four weeks from the date of the Commission decision pertaining to the request.

1. Name of Employee: _____ Job Title _____

2. Home Address: _____
Street City/State Zip

3. Work Address: _____
Street City/State Zip

4. Work Telephone Number: _____

5. What is the new filing due date you are requesting? Date: _____

6. Describe the circumstances that support your claim that you need an extension of time to file a financial disclosure statement due to justifiable cause or undue hardship, giving specific reasons and justifications therefor.

Signature

Date