

**Form 5. Request for Enlargement of Time to Complete and File Transcript**

Request for Enlargement of Time To Complete and File Transcript

To: Clerk of [Supreme Court] [Court of Appeals]

Date:

Re: Request for Enlargement of Time to Complete and File Transcript

Case Name: \_\_\_\_\_

Juvenile Court Case Number: \_\_\_\_\_

Appellate Court Case Number: \_\_\_\_\_

On \_\_\_\_\_ (date) I was assigned to prepare and file a transcript in the above case. I am unable to complete and file the transcript by the original deadline of \_\_\_\_\_ (date 30 days from assignment date), and I am requesting an enlargement of time to do so.

A. This request should be granted for the following reasons:  
[state specific reasons here]

B. \_\_\_\_\_ I have obtained no previous enlargements in this case.

\_\_\_\_\_ I have obtained the following enlargements in this case:

C. I will be able to file the transcript in the trial court by \_\_\_\_\_ (date).

\_\_\_\_\_  
Court Reporter or Transcriber

Certificate of Service

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, I mailed, by first class mail, copies of the foregoing **Request for Enlargement of Time to Complete and File Transcript** to the following at the addresses shown:

[Must be mailed to all parties or their counsel of record]

\_\_\_\_\_  
Court Reporter or Transcriber