

1 **Rule 6. Time.**

2 **(a) Computing time.** The following rules apply in computing any time period specified  
3 in these rules, any local rule or court order, or in any statute that does not specify a  
4 method of computing time.

5 (1) When the period is stated in days or a longer unit of time:

6 (A) exclude the day of the event that triggers the period;

7 (B) count every day, including intermediate Saturdays, Sundays, and legal  
8 holidays; and

9 (C) include the last day of the period, but if the last day is a Saturday, Sunday, or  
10 legal holiday, the period continues to run until the end of the next day that is not  
11 a Saturday, Sunday or legal holiday.

12 (2) When the period is stated in hours:

13 (A) begin counting immediately on the occurrence of the event that triggers the  
14 period;

15 (B) count every hour, including hours during intermediate Saturdays, Sundays,  
16 and legal holidays; and

17 (C) if the period would end on a Saturday, Sunday, or legal holiday, the period  
18 continues to run until the same time on the next day that is not a Saturday,  
19 Sunday, or legal holiday.

20 (3) Unless the court orders otherwise, if the clerk's office is inaccessible:

21 (A) on the last day for filing under Rule 6(a)(1), then the time for filing is  
22 extended to the first accessible day that is not a Saturday, Sunday or legal  
23 holiday; or

24 (B) during the last hour for filing under Rule 6(a)(2), then the time for filing is  
25 extended to the same time on the first accessible day that is not a Saturday,  
26 Sunday, or legal holiday.

27 (4) Unless a different time is set by a statute or court order, filing on the last day  
28 means:

29 (A) for electronic filing, before midnight; and

30 (B) for filing by other means, the filing must be made before the clerk's office is  
31 scheduled to close.

32 (5) The "next day" is determined by continuing to count forward when the period is  
33 measured after an event and backward when measured before an event.

34 (6) "Legal holiday" means the day for observing:

35 (A) New Year's Day;

36 (B) Dr. Martin Luther King, Jr. Day;

37 (C) Washington and Lincoln Day;

38 (D) Memorial Day;

39 (E) Independence Day;

40 (F) Pioneer Day;

41 (G) Labor Day;

42 (H) Columbus Day;

43 (I) Veterans' Day;

44 (J) Thanksgiving Day;

45 (K) Christmas; and

46 (L) any day designated by the Governor or Legislature as a state holiday.

47 **(b) Extending time.**

48 (1) When an act may or must be done within a specified time, the court may, for  
49 good cause, extend the time:

50 (A) with or without motion or notice if the court acts, or if a request is made,  
51 before the original time or its extension expires; or

52 (B) on motion made after the time has expired if the party failed to act because of  
53 excusable neglect.

54 (2) A court must not extend the time to act under Rules 50(b) and (d), 52(b), 59(b), (d)  
55 and (e), and 60(c).

56 **(c) Additional time after service by mail.** When a party may or must act within a  
57 specified time after service and service is made exclusively by mail  
58 under Rule 5(b)(3)(C)(i), 3-7 days are added after the period would otherwise expire  
59 under paragraph (a).

60 **(d) Response time for an unrepresented party.** When a party is not represented by an  
61 attorney, does not have an electronic filing account, and may or must act within a  
62 specified time after the filing of a paper, the period of time within which the party may  
63 or must act is counted from the service date and not the filing date of the paper.

64 **(e) Filing or service by inmate.**

65 (1) For purposes of Rule 45(i) and this paragraph (e), an inmate is a person confined  
66 to an institution or committed to a place of legal confinement.

67 (2) Papers filed or served by an inmate are timely filed or served if they are  
68 deposited in the institution's internal mail system on or before the last day for filing  
69 or service. Timely filing or service may be shown by a contemporaneously filed  
70 notarized statement or written declaration setting forth the date of deposit and  
71 stating that first-class postage has been, or is being, prepaid, or that the inmate has  
72 complied with any applicable requirements for legal mail set by the institution.  
73 Response time will be calculated from the date the papers are received by the court,  
74 or for papers served on parties that do not need to be filed with the court, the  
75 postmark date the papers were deposited in U.S. mail.

76 (3) The provisions of paragraph (e)(2) do not apply to service of process, which is  
77 governed by Rule 4.