

Ohio law requires you to mail a copy of this request to the attorney for the Plaintiff and any other parties named on the summons. The paragraph labeled "Certificate of Service" lets you tell the court to whom you mailed a copy and when you put the copies in the mail. Fill the blanks provided with the names and addresses of the parties you will be mailing copies to, adding more lines if necessary. Then, once again, sign your name on the signature line.

HOW TO FILE AND TO SERVE YOUR REQUEST

Once you have completed the request, **make enough copies to mail to each party** listed in the Certificate of Service, **plus one to keep** for your records. Take the original and the copies to the office of the Clerk of Courts of the county where the suit was filed and say you want to file the Request. The clerk will take the original and the forms, file-stamp them and keep the original for the court file, and return the copies to you. Keep one of the file-stamped copies for yourself and mail the copies to each party listed in the Certificate of Service.

By filing this Request, you have asked for an additional 30 days before you have to respond to the complaint. Within a week, you should receive an entry from the court granting your request. If you do not hear from the court, you should call the clerk and ask what happened.

If, or when, you have an appointment with an attorney, take your copy of the Request with you so the attorney will know that you have asked for more time.

Good luck! If you have any questions about this form, or would like to get legal help, call Save the Dream at 1-888-404-4674 to see if you may qualify for free legal assistance, or call 1-866-LAW-OHIO (1-866-529-6446) to get connected to your local legal aid.