

# COURT REPORTER'S REQUEST FOR EXTENSION OF TIME

THIS RECORD IS DUE ON \_\_\_\_\_

THIS RECORD WAS ORIGINALLY DUE ON \_\_\_\_\_

I AM REQUESTING \_\_\_\_\_ DAYS

THIS RECORD IS APPROXIMATELY \_\_\_\_\_ PAGES LONG

IS THIS APPEAL ACCELERATED? \_\_\_ YES \_\_\_ NO

**SIXTH COURT OF APPEALS CAUSE NO.** \_\_\_\_\_

**STYLE OF CASE:** \_\_\_\_\_

**TRIAL COURT** \_\_\_\_\_

**TRIAL COURT CAUSE NO.** \_\_\_\_\_

I am responsible for preparing a record in this appeal, but am unable to file the record by the original due date for the following reason(s): (Check all that apply – attach additional pages if necessary.)

To the best of my knowledge, the Appellant has made no claim of indigence, or has been found to be not indigent, and has failed to either pay the required fee or to make arrangements to pay the fee for preparing the record.

My duties listed below preclude working on this record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In compliance with TEX. R. APP. P. 9.5(e), I certify that a copy of this notice has been served on counsel for all parties to the trial court's judgment or order being appealed. I further certify by my signature below that the information contained in this notice is true and within my personal knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Office Phone Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
E-mail address (if available)

\_\_\_\_\_  
Official Title

The following parties have been served with a copy of this document:  
(Information may be either printed or typed.)

**Lead Counsel for Appellant(s):**

**Lead Counsel for Appellee(s):**

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Attorney for: \_\_\_\_\_

Attorney for: \_\_\_\_\_

FAX TO: Molly Pate (Deputy Criminal Clerk) or Kim Robinson (Deputy Civil Clerk)

Sixth Court of Appeals, Texarkana, at

903 798-3034

(to be followed by a printed version by mail)

## Extension Policies--Records\*

A continuing concern of the Texas Judiciary and of the Texas Legislature is the length of time that passes before appeals are concluded. The goal is to process all appeals promptly. The timeliness of records affects the timeliness of dispositions of cases on appeal.

This information is provided so court reporters will know what this Court expects of them.

1. In General
  - a. Requests for extensions of time are not favored, and will not be granted automatically, even if all parties agree to an extension.
  - b. All requests should be filed before the due date of the record.
  - c. Extensions are ordinarily calculated from the date on which the record was due — not from the date on which the request was filed or the date on which the extension was granted.
2. Information to Support Requests
  - a. All extension requests must provide specific information justifying the need for more time to prepare the record. Requests not containing specific information will ordinarily be overruled.
  - b. The Court expects an explanation which includes some detail. Stating generally that a reporter is or has been too busy or has a heavy caseload is not sufficient. Ordinarily, the Court is looking for the following level of detail, for example:
    - (1) The court reporter has other records due in cause numbers [list cause numbers] in [specific court or courts]; said records are due [list due dates]—with projected lengths of [list lengths of records].
    - (2) The reporter or clerk will be on vacation (or at a conference) [give dates of vacation or conference].
3. The Court gives little credence to requests giving reasons that duplicate those given in previous requests.
4. First Extensions. First extensions will ordinarily be for no more than 30 days. The Court may grant such extensions for shorter periods, particularly in state jail felony appeals, parental rights termination appeals, other accelerated appeals, or any appeals suggesting the need for more expeditious disposition.
5. Subsequent Extensions. Requests for second and subsequent extensions will be granted less frequently. Absent extraordinary circumstances, a second or subsequent extension will be for no longer than 21 days.

REMINDER: This Court would also remind court reporters of TEX. R. APP. P. 13.4, “Report of Reporters,” which states: “To aid the trial court in setting priorities under 13.3, each court reporter must give the trial court a monthly written report showing the amount and nature of the business pending in the reporter’s office. ***A copy of this report must be filed with the appellate clerk of each district in which the court sits.***” (Emphasis added.)

\*This page is for informational purposes only. Please do not fax or mail to the Court as part of your request for an extension of time.