

INSTRUCTIONS FOR MOTION FOR LEAVE TO FILE A LATE ANSWER

NOTE: BEFORE BEGINNING THIS MOTION, YOU WILL NEED TO DOWNLOAD, PRINT AND COMPLETE, (FROM THE APPALRED WEBSITE) THE “ANSWER” THAT YOU WILL BE FILING WITH THIS “MOTION FOR LEAVE TO FILE A LATE ANSWER”. IF THIS IS A FAMILY CASE, YOU WILL FIND IT UNDER “LEGAL INFORMATION”, THEN “FAMILY”. IF THIS IS NOT A FAMILY CASE, YOU WILL FIND IT UNDER “LEGAL INFORMATION” AND THEN “CIVIL PLEADINGS”, THEN “GENERAL CIVIL ANSWER”.

1. In the centered top block of the first page, print the name of the county in which you are filing this motion.
2. Below the county, enter the case number (which can be found on the Petitioner/Complaint to which you are filing an answer). You will need to circle either “D” or “CI” on this line, depending on whether your case is in District Court or Circuit Court (look at the case number on the Petition/Complaint to determine this.)
3. In the block marked “Petitioner”, print the name of the Petitioner in this case.
4. In the block marked “Respondent”, print your name.
5. On the line over the word “Date”, enter the date that the Petition/Complaint in this case was filed. (You will find this date as a date-stamp in the upper right-hand corner of the Petition/Complaint.
6. On the blank lines, explain the reason that you did not file your Answer in a timely manner (within 20 days after it was served). The judge will consider this reason when deciding whether or not to grant your request to file your answer later than the 20 days required.
7. Sign the Motion on the line above “Signature of Respondent”. Print your name and address on the lines below your signature.
8. In the section titled “Certificate of Service”, enter the name and address of the Petitioner or, if Petitioner has an attorney, the name and address of that attorney. Also enter the date that you mailed a copy of this Motion and the Answer to the Petitioner or his/her attorney. **YOU MUST SEND A COPY OF THIS MOTION, AND YOUR ANSWER, TO THE PETITIONER OR HIS/HER ATTORNEY.** Sign the Certificate of Service and print your name and address on the spaces below your signature.

COMMONWEALTH OF KENTUCKY

_____ CIRCUIT/FAMILY COURT

CASE NO. ---- D/CI-----

(circle one)

(Name of Petitioner)

PETITIONER

v.

(Name of Respondent)

RESPONDENT

MOTION FOR LEAVE TO FILE LATE ANSWER (PRO SE)

Comes the Respondent, _____, acting Pro Se, and moves this
(Name of Respondent)
Court for consent to file a late answer to Petition/Complaint filed on _____ in the
(Date)
above-styled case.

As reason for Respondent's failure to timely file an Answer to Petition/Complaint,
Respondent states as follows:

Attached is the Answer to the relevant Petition/Complaint. (ATTACH ANSWER)

Respectfully submitted,

(Signature of Respondent)
Respondent, Acting Pro Se

Name of Respondent (printed)

Address of Respondent

CERTIFICATE OF SERVICE

This is to certify that a copy of this Motion to File Late Answer and relevant Answer were mailed, postage pre-paid, to Petitioner/Petitioner's Attorney, _____ at _____ (Name) _____ (Address) on _____ (Date mailed).

Signature of Respondent

Name of Respondent (printed)

Address of Respondent