

**Rule 103      Motions for extension of time**

- (a) A party moving for an extension of time must comply with Local Rule 102(b) and Supreme Court Rules 361(a), (b), and (f) and, where applicable, 610. In addition to the information required by those rules, the motion must provide:
  - (1) The number of days requested and the number of days granted on each of the previous motions for extension of time filed by the movant, and the total number of days granted on all of those previous motions;
  - (2) The total number of days requested and the total number of days granted on all of the previous motions for extension of time filed by other parties;
  - (3) The number of days that will have elapsed from the date of filing of the notice of appeal to the date that the case will be ready for disposition, pursuant to Local Rule 105 or 107, if the present extension and no further extension is granted; and
  - (4) In a criminal case, the status of the defendant's sentence (where applicable), or, in any case that would become moot due to the passage of time on appeal, the date on which the appeal would become moot.
- (b) A motion for an extension of time should be filed, where practicable, at least 5 days prior to the date to be extended if served electronically. If non-electronic service is made in accordance with Supreme Court Rule 11(c), the motion should be filed, where practicable, at least 5 days prior to the date to be extended if served personally, or at least 10 days prior to the date to be extended if served by mail or third-party commercial carrier.
- (c) Motions for extension of time in cases accelerated pursuant to Supreme Court Rule 311(a) or 660A must comply with subsection (a) of this Local Rule and Local Rules 106(b), (c), and (d).