

**SAMPLE  
NOTICE OF UNTIMELY FILING DUE TO TECHNICAL DIFFICULTIES**

**Instructions:** Where noted, counsel should insert the names of the plaintiff(s) and defendant(s), the name of the party filing the Notice, the appropriate case number, the title of the document, the missed deadline and the reasons why the filing could not be made in a timely basis.

Plaintiff [insert name here]	)	Case No. [insert your case number
	)	and initials of the presiding judge]
v.	)	
	)	
Defendant [insert name here]	)	<b>Declaration that Party was Unable to</b>
	)	<b>File in a Timely Manner</b>
	)	<b>Due to Technical Difficulties</b>

Please take notice that **[insert Name of Party]** was unable to file the attached **[insert Title of Document]** in a timely manner due to technical difficulties. The deadline for filing the **[insert Title of Document]** was **[insert Filing Deadline Date]**. The reason(s) that I was unable to file the **[insert Title of Document]** in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the court and the other parties that I could not do so are set forth below.

**[Insert your explanation here, describing your reasons and good faith efforts to file and to inform of the difficulties in filing (including dates and times)]**

I declare under penalty of perjury that the foregoing is true and correct.

Respectfully submitted,

/s/ [Name of Password Registrant]

number] Name of Password Registrant [attorney's federal bar

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