

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

DATE

NAME  
COMPANY  
ADDRESS LINE  
CITY, STATE ZIP CODE

Re:                   vs.  
      Circuit Court of       County, Case No.  
      Certification of Records and Pleadings

Dear           :

Enclosed is a certification of all records and pleadings in the above referenced case which has been removed to the United States District Court for the       District of       , Division. Please send this certification along with all of the records and pleadings to:

United States District Court  
Office of the Clerk  
District of  
Division  
ADDRESS LINE  
CITY, STATE ZIP CODE

Please call if you have any questions.

Sincerely,

NAME

/  
Enclosure