

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

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E

Re: N A M E vs. N A M E
Circuit Court
of N A M E County No.

Dear N A M E:

Enclosed for filing are the original and two copies of the following:

1. Summons for N A M E;
2. Summons for N A M E; and
3. a check in the amount of \$ to cover service of process.

Please issue the Summonses and forward to the Sheriff of N A M E County for service. Please ask them to serve upon Defendants on or before D A T E . The Court has approved this setting and the original Fiat has been forward to N A M E, Court Administrator, for Judge N A M E's signature. You should be receiving the Fiat within the next day or so.

Thank you for your assistance in this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E

BY:

N A M E

:
Enclosures