

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

Date

Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Re: vs.  
In the United States District Court; District  
Division; Cause No.

Dear Judge Name:

Enclosed herewith please find an original and one copy of an Amended Scheduling Order which incorporates the agreement of the parties.

If same meets with your approval, we respectfully request that you sign and ask the Clerk to return to the undersigned a stamped "filed" copy in the enclosed self addressed stamped envelope.

Thank you in advance for your consideration of this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Name

By:

Name

:  
Enclosures  
cc: Name.