

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

Date  
Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

SUPREME COURT AND COURT OF APPEALS

Name  
Chief Deputy

STATE OF  
, CLERK  
Address Line  
City, State Zip Code  
TELEPHONE: ( ) -  
FACSIMILE: ( ) -

Deputy Clerk

,  
Attorney at Law

This is to advise you that the Supreme Court rendered the following decision on  
the Day of , .

Supreme Court Case #  
Trial Court Case #

vs. and

Reversed and Remanded. Not Participating. Appellee is taxed with all costs of this  
appeal.

Supreme Court Clerk

ccs:  
County Circuit Clerk

**\* NOTICE TO CHANCERY/CIRCUIT/COUNTY COURT CLERKS \***

If an original of any exhibit other than photos was sent to the Supreme Court Clerk and should now be returned to you, please advise this office in writing immediately.