

**LETTER TO THE CIRCUIT CLERK  
(FILING FORMS IN AN EXISTING CASE)**

**Instructions to User**

1. Complete this letter. **NOTE:** Do not use this letter if you are filing a new case. Instead, use a *Letter to the Circuit Clerk (Filing Forms to Start a New Case)*.
2. With this letter, include your original *Proof of Delivery*, one copy for you and all other parties, and a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copy to you.
3. Send your letter and the documents listed above to the Circuit Clerk in the county where your case is filed.

Date: \_\_\_\_\_

Circuit Clerk of \_\_\_\_\_ County

Address of Circuit Clerk \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Clerk:

Re: \_\_\_\_\_ v. \_\_\_\_\_ Case Number: \_\_\_\_\_  
*Plaintiff/Petitioner* *Defendant/Respondent*

Enclosed you will find the original and several copies of the *Proof of Delivery* form.

Please file the documents and return the file-stamped copies to me in the enclosed self-addressed and stamped envelope.

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Street Address, Apt #*

\_\_\_\_\_  
*City State Zip*

\_\_\_\_\_  
*Phone*