

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

Instructions to User

1. Complete this letter if you have permission from the court to file by mail.
2. With this letter, send the original and one copy of the *Motion to Continue or Extend Time* 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 one copy of *Motion to Continue or Extend Time* and *Notice of Motion (if required)*.

Please file the document and return the file-stamped copy 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