

**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, include your original *Motion* and one copy, payment or an *Application for Waiver of Court Fees* (unless no fee will be charged or you have already been granted a fee waiver), and a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copy to you. You may need to file your *Application for Waiver of Court Fees* in person. Call the Circuit Clerk and ask if that is necessary.
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 the *Motion*.

*(Check the boxes that apply)*

- I have enclosed an *Application for Waiver of Court Fees*. Please present this to a Judge and, if granted, return a copy of the *Order for Waiver of Court Fees* to me.
- I have already received an *Order for Waiver of Court Fees* so no fee is included.
- I have enclosed the cost of filing these documents \$ \_\_\_\_\_ .

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*