

DEFENDANT'S ADDRESS  
DEFENDANT'S TELEPHONE NUMBER

Date:

ADDRESS

RE:

To Whom it May Concern:

I am a defendant in the above-referenced foreclosure action. Enclosed for filing please find an original and one copy of ALL of the following documents:

1. Notice of Motion to Vacate Judgment;
2. Certification in Support of Motion with Exhibits (proposed Answer and Case Information Statement attached as **Exhibit E**);
3. Memorandum of Law in Support of Motion;
4. Proposed form of Order; and
5. Certificate of Service.

I am also enclosing TWO self-addressed, stamped envelopes. Please stamp the copies "filed" and return them to me in one of the enclosed envelopes. Please return the Order to me in the other envelope after it is signed.

Last, I am also enclosing EITHER:

- \_\_\_\_\_ A Money Order payable to Clerk, Superior Court for \$135.00 OR
- \_\_\_\_\_ A Motion for a Fee Waiver

Please contact me if you have any questions. Thank you for your attention.

Very truly yours,

Print Name: \_\_\_\_\_