

OFFICE OF THE FAMILY LAW FACILITATOR

“DO NOT TAKE MY DEFAULT” LETTER

TO PETITIONER [Name]: _____

FROM RESPONDENT [Name]: _____

DATE: _____

RE: Marriage of _____

CASE NO: _____

You served me on _____ [date] with a Summons and Petition. I would like to work with you amicably to resolve all our issues in this case. I therefore ask you to not take my default if I don't respond within 30 days from the date of service. My Response would cost me a first appearance fee, and this fee doesn't need to be paid if we can make an agreement on all issues. I am hopeful that we can work together to resolve everything.

Please give me two (2) weeks written notice if you intend in the future to proceed with taking my default. This will give me time to prepare, serve and file my Response to protect my legal rights.

Thank you.

DATE: _____

SIGNED: _____

NAME: _____

Respondent

AGREEMENT

I will not take your default without giving you two (2) weeks written notice. I understand that you might want to file a Response if our efforts to form agreement on all the issues of the case are not successful.

DATED: _____

SIGNED: _____

NAME: _____

Petitioner

(ORIGINAL copy goes to Respondent. COPY goes to Petitioner.)