

SAMPLE TRANSMITTAL TO COURT

LETTERHEAD

DATE

COURT ADDRESS

RE: Case name and case number

Dear Court Clerk:

Please find enclosed with this letter the following documents for filing on the above-entitled matter:

Summons
Complaint
Governmental Claim

Also enclosed is a check for the filing fee. Please process these in your usual manner and return conformed copies to this office in the self-addressed, stamped envelope provided for that purpose. Thank you for your prompt attention to this matter.

Sincerely,

XXX:yy
Enclosure