

September 6, 2011

Re: Notice of Appointment in _____
(Case Name and Number)

Dear _____:

_____ (service member's name), who is in default for failing to answer a complaint/petition in a timely manner, is in military service, and the court has appointed you to provide limited legal help to the service member. Thank you for volunteering to do so.

The scope of the limited appearance is described in the attached Notice of Limited Appearance form. Please complete and file this form with the court as soon as possible.

This case has been stayed until _____ (date). If you need more time to try to locate and contact the service member, please file a motion for an additional stay. Forms are available on the court's website:

<http://www.utcourts.gov/resources/forms/military/lawsuits/>.

There are additional forms for communicating with your client and the court on the court's website at: <http://www.utcourts.gov/resources/forms/military/scra/>. The forms are templates and can be modified to fit your circumstances.

Again, thank you.

Sincerely,

Pro Bono Coordinator
Utah State Bar

Encl: Appointment Order
Notice of Limited Appearance form

