

Re: _____
(Case Name and Number)

Dear _____:

The case identified above has been filed against you. Because you are a service member and appear not to have an attorney, the court has appointed me to provide you with limited legal help. This letter describes what I can do for free. If you already have an attorney, please notify me, and notify your attorney of this lawsuit right away.

According to papers filed with the court, you have been served with the summons and the complaint or petition in this case, and you have failed to answer. This means you are in default and might lose the case without the opportunity to present your facts and arguments. The case has been stayed until _____ (date) to allow me time to contact you and find out what you want to do.

As a military service member, you have the following rights:

- You can ask that the stay continue, which means that nothing will happen until your military service no longer materially affects your ability to appear.
- You can waive the stay and consent to judgment, which means that the court will order what the complaint/petition asks for.
- You can waive the stay and contest the case, which means you must file an answer (or other responsive pleading) with the court.

If you do nothing, the stay will expire and a default judgment will be entered against you.

If you want to discuss these options so I can better advise you, please contact me. However, in most cases, I advise you to request a stay. I've enclosed the papers to do so. If you want to request a stay, please complete them and return them to me. I will file them with the court and serve the other party.

If you want to consent to the judgment, let me know and I will send you the documents to waive your rights under the Servicemembers Civil Relief Act and consent to judgment.

If you want to contest the case and move forward immediately, let me know and I will send you the documents to waive your rights under the Servicemembers Civil Relief Act, but you must be prepared to then file an answer (or other responsive pleading). Preparing and filing an answer (or other responsive pleading) is beyond the scope of my free limited legal help. For that you will have to hire an attorney – myself or another – to represent you, or file the answer yourself as a self-represented party.

As your court-appointed attorney providing free limited legal help, I will take the steps described in the Notice of Limited Appearance, which has already been filed on your behalf. Please date and sign the "Service Member's Statement about Limited Appearance" and return it to me. Keep a copy for yourself. I will file it with the court and

serve the other party. Unless you want to hire me as your attorney, the steps described in the Notice will complete my free limited legal help. You have the right to hire any attorney you want. You also have the right to represent yourself.

Sincerely,

- Encl. • Order of Appointment
- Notice of Limited Appearance
 - Statement of Service Member's Preferences and Contact Information
 - Service Member's Statement about Limited Appearance
 - Motion for Stay under the Servicemembers Civil Relief Act and Supporting Letter from Commanding Officer