

SAMPLE LETTER TO DEBTORS

(date)

(debtor name)
(debtor address)
(city, state, zip)

Re: case # _____ (case title) _____

Dear Mr./Ms. _____:

Upon your failure to appear in Yolo County Superior Court on (date) _____ pursuant to an Order to Appear for Examination served on you on (date served) _____, the Court ordered a Warrant of Body Attachment for your arrest for contempt of court, with bail set at (bail amount) \$_____. However, the Court ordered that it be held for two weeks and continued the hearing to (next court date) _____ at (time) _____ in Dept. _____ at 725 Court Street, Woodland.

I suggest you consider the seriousness of this matter. If you fail to appear in the Court, the Warrant of Body Attachment for your arrest for contempt of court will be forwarded to the Sheriff's Office for service.

Sincerely,

(Judgment Creditor name)

cc: Yolo County Superior Court case file

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