

# SAMPLE LETTER TO DEBTORS

(date)

(debtor name)

(debtor address)

(debtor city, state, zip)

Re:

Case Number: \_\_\_\_\_

Case Title: \_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

Upon your failure to appear in Yolo Superior Court on (date) \_\_\_\_\_, pursuant to an Order to Appear for Examination served on you on (date served) \_\_\_\_\_, the Court ordered a Civil Bench Warrant for your arrest for contempt of court, with bail set at (bail amount) \$\_\_\_\_\_. However, the Court ordered that it be held for \_\_\_\_\_ weeks and continued the hearing to (next court date) \_\_\_\_\_ at 8:30 AM, in Department 5 at 1000 Main Street, Woodland CA.

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

Sincerely,

(Judgment creditor name)