

****SAMPLE COVER LETTER****

****Please include any information you deem necessary****

<Date>

Via Email: JA.Name@circuit5.org

Honorable <First, Last Name>
Circuit Judge
Marion County Judicial Center
110 NW First Ave.
Ocala, FL 34475

Re: Smith v. Jones
Marion County Case No. 2020-DR-1234

Dear Judge <Last Name>:

A final hearing was held in the above referenced case on <Date>. Attached please find a proposed Final Judgment Enforcing Final Divorce Order, and Order on Motion for Contempt for Non- Payment of Alimony for Your Honor's review and consideration. If the form of the proposed Final Judgment, and Order on Motion for Contempt meets with Your Honor's approval, it is respectfully requested you sign them and distribute copies via eservice, and issue a Writ of Bodily Attachment.

Thank you for your consideration in this regard.

Respectfully,
<Attorney Signature>
<Attorney Name>
<Address>