

The material in this handout represents general legal principles – this is not legal advice. Each individual’s situation is unique and the law is continually changing. It is always best to consult an attorney about your legal rights and responsibilities regarding your particular case.

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

John D. Doe
Address
City, State 00000

Honorable Judge’s Name
Address
City, State 00000

Date

RE: Request for Stay of Proceedings
Docket/Case #: **XXXXXXXXXX**

Dear Honorable Judge’s Name:

Please accept this letter as my formal written request for a stay of proceedings, in the case above, as provided in the Servicemembers Civil Relief Act (SCRA), 50 U.S.C., Section 3932. I am an active duty servicemember currently stationed overseas at **Name of Installation**.

I am unable to attend the scheduled proceeding because [**briefly explain the situation**]. I will return to the states on **date** and will be prepared to proceed shortly thereafter on **date**. If you will not stay the proceedings until that date, I request that you appoint counsel to represent me after the initial 90-day stay according to the SCRA, 50 U.S.C., Section 3932.

Please find the attached letter from my unit commander.

If you have any questions or require any additional information, you may contact me, in writing, at the address listed above.

Sincerely,

Name of Servicemember

Attachment:
Commander’s Letter

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