

Name \_\_\_\_\_  
(Plaintiff's name, address, and telephone number)

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Date \_\_\_\_\_

Plaintiff, *Pro Se*

Superior Court of New Jersey

\_\_\_\_\_ County Family Part  
(County where complaint is filed)

\_\_\_\_\_ (Fill in address from Appendix A)

\_\_\_\_\_

\_\_\_\_\_, New Jersey \_\_\_\_\_  
(City) (Zip code)

ATTENTION: FILING CLERK

RE: \_\_\_\_\_ Docket No. FM \_\_\_\_\_  
(Caption/title of case) (Docket number of complaint)

Dear Madam/Sir:

Enclosed please find an original and two copies of plaintiff's request to enter default judgment and supporting certification, certification of non-military service, and certification of service in the above matter.

Kindly file the enclosed documents, retain the originals, and return two copies marked "filed" in the enclosed self-addressed, stamped envelope.

I request that, after the entry of default, the matter be listed for a default hearing.

(Choose the statement below that accurately reflects the type of relief you are seeking)

\_\_\_\_\_ I am seeking only a divorce/dissolution and/or name change. Therefore, please schedule the default hearing as soon as possible.

\_\_\_\_\_ In addition to a divorce/dissolution, I am seeking other relief, such as child support, alimony, and/or equitable distribution, which requires that I serve

upon the defendant a notice of application of proposed final judgment at least 20 days prior to the hearing date. Therefore, in order to give the defendant time to receive this notice, please schedule the default hearing with at least 40 days' notice to me.

Very truly yours,

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(Plaintiff's signature)

Copy with enclosures sent to

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(Name of defendant or defendant's attorney)