

Name _____
(Plaintiff's name and address)

Address _____

Date _____

Postmaster
United States Post Office

(Post office address in town where defendant was last known to live)

_____, _____, _____
(City) (State) (Zip code)

RE: Freedom of Information Act Search

(Defendant's name)

RE: _____ Docket No. FM _____
(Caption/title of case) (Docket number of case)

Dear Madam/Sir:

I have filed a complaint for _____ against _____.
(Divorce/dissolution) (Defendant's name)

Pursuant to the Freedom of Information Act, I request that you provide me with the last forwarding address for _____.
(Defendant's name)

The object of my inquiry is to give notice to _____
(Defendant's name)

of the fact that I have filed a complaint for _____ against _____
(Divorce/dissolution) (Him/her)

in order that _____ might appear or answer and defend this complaint.
(He/she)

Please provide me with any address that you may have for

_____, regardless of whether or not it is expired.
(Defendant's name)

I am enclosing the required search fee of \$ _____, along with a stamped, self-addressed envelope. Thank you for your consideration of this request.

Very truly yours,

(Plaintiff's signature)