

CALIFORNIA COURTS SELF-HELP CENTER

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Sample Letter (Getting the Debtor to Pay Voluntarily)

[Your Name]
[Your Address]

[Date]

[Debtor's Name]
[Debtor's Address]

Re: Case No.: _____;
[Your County Name] Small Claims Court
\$_____ Judgment, Date entered: __/__/__

Dear Mr./Ms. [Debtor's Name]:

As you know, the small claims court entered a \$_____ judgment in my favor on __/__/__ [date].

You have not contacted me to arrange payment of this debt. I also have not received your completed "Judgment Debtor's Statement of Assets" (form SC-133) as required by Code of Civil Procedure section 116.830.

As you probably know, this judgment is enforceable for 10 years and can be renewed for additional 10-year time periods. You will be required to pay me 10% interest on the unpaid balance of the judgment. You also will be required to pay the reasonable and necessary costs incurred by me in enforcing this judgment. If you don't pay this judgment, your credit report will probably list this judgment as an unpaid debt and lower your credit rating.

When I receive full payment of the judgment, I assure you that I will fulfill my legal obligation to tell the court about your payment.

Please contact me by __/__/__ [set a deadline 10 to 15 days after the date you mail this letter] to discuss payment of the judgment. If you don't contact me by that date, I will assume that you don't intend to pay this debt and I will fully pursue my legal rights to enforce this judgment.

Sincerely,

[Name of Judgment Creditor]