

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]:

This confirms that you agree to pay the judgment in 6 monthly payments as listed below.

1st Payment Date due: __/__/__ Amount: \$

2nd Payment Date due: __/__/__ Amount: \$

3rd Payment Date due: __/__/__ Amount: \$

4th Payment Date due: __/__/__ Amount: \$

5th Payment Date due: __/__/__ Amount: \$

6th Payment Date due: __/__/__ Amount: \$

Because it's been a year since the judgment was entered, I have the right to \$_____ in past interest. I have incurred \$_____ in costs of collection to this date. The total currently owed is \$_____.

If any payment arrives three or more days past the due date, the full judgment, plus costs and accrued interest, will be immediately due and payable.

Please return a signed copy of this letter to me before __/__/__, along with your first payment of \$_____. Also include with your first payment a completed *Judgment Debtor's Statement of Assets* (form SC-133).

Sincerely,

[Your Name]