

***SAMPLE DRAFT OF LETTER TO THE CLERK***

**ATTORNEY LETTER HEAD**

DATE

(Clerk of the Circuit Court of/or Workers Compensation Commission)  
(jurisdiction case is pending))

Address of Clerk or Workers Compensation Commission

Re: (Style of Case) Case number

Dear Clerk,

Please file the enclosed Attorney Issued Subpoenas with the other papers in this matter. These subpoenas have been issued by our office, and are being served by (private process server/ or Sheriff of (state jurisdiction).

(If service by sheriff)

Enclosed please find the service fees for the Sheriff in the amount of \$ (state amount of check).

Very Truly yours,  
(Print name of attorney)

(Signature of Attorney)