Company Commander’s Office

**Clerk of Court**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County**

**Attention: Judge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Dear Judge and Clerk:

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##  I am the Commanding Officer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ located at Fort Moore, Georgia. I am writing on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is a Soldier in my Company. He is a defendant in an action (Case number: \_\_\_\_\_\_\_\_\_\_\_\_\_ now pending before your court. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is currently serving on active military service at Fort Moore, Georgia undergoing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ training.

##  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cannot take leave during his basic training. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be unable to miss any training to attend the court hearing on \_\_\_\_\_\_\_\_\_\_\_\_\_ or any other court hearings until he completes his basic training.

##  Pursuant to the Servicemembers’ Civil Relief Act of 2003 (50 U.S.C. Appendix §§3932), a person in the military service may, at any stage of any action or court proceeding, request a stay as provided in this Act, if the ability of the plaintiff to prosecute the action or the defendant to conduct his defense is materially affected by reason of his military serve. Due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s requirements to my Command he will not be able take leave to participate in the matter pending before your court.

 Please forward a copy of your acknowledgment of the stay in this case and all other correspondence concerning this matter to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you have any question please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Sincerely,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Captain, US Army

 Commanding