

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

Clerk of the Court
[Name of Court]
[Court Address]
[City, State, Zip Code]

Re: Notice of Bankruptcy Filing and Suggestion of Stay

Case Name: [Plaintiff Name] v. [Your Name]

Case Number: [Civil Case Number]

Dear Clerk of the Court,

Please accept this letter as formal notice that I filed a voluntary petition for relief under Chapter [7/11/13] of the United States Bankruptcy Code on [Date of Bankruptcy Filing].

The bankruptcy case is currently pending in the [Name of Bankruptcy District, e.g., United States Bankruptcy Court for the District of State] under Case Number: **[Bankruptcy Case Number]**.

Pursuant to 11 U.S.C. § 362(a), the filing of the bankruptcy petition operates as an automatic stay of the commencement or continuation of any judicial proceeding against the debtor that was or could have been commenced before the filing of the bankruptcy case.

Enclosed is a copy of the [Notice of Bankruptcy Case Filing / First Page of Petition] for your records. Please update the court docket to reflect the stay of the above-referenced civil matter.

Sincerely,

[Your Signature]
[Your Printed Name]

cc: [Opposing Attorney Name/Plaintiff Name]