

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Clerk of the Court / Judge Name]
[Name of Court]
[Court Address Line 1]
[Court Address Line 2]

RE: [Plaintiff Name] v. [Defendant Name]
Case Number: [Insert Case Number]

To the Honorable Clerk/Court,

Please be advised that [Name of Debtor], the [Plaintiff/Defendant] in the above-referenced matter, filed a voluntary petition for relief under Chapter [7/11/13] of the United States Bankruptcy Code on [Date of Filing].

The bankruptcy proceeding is currently pending in the United States Bankruptcy Court for the [District Name], assigned Case Number [Bankruptcy Case Number].

Pursuant to the automatic stay provisions of 11 U.S.C. § 362, all further proceedings in this civil action are stayed by operation of law. We have attached a copy of the Notice of Bankruptcy Filing for the Court's records.

We request that the Court place this matter on the inactive calendar or enter an order staying the litigation pending further order of the Bankruptcy Court or the discharge of the debtor.

Respectfully submitted,

[Your Signature]
[Your Printed Name]
[Title/Counsel for Defendant/Plaintiff]

CC: [Opposing Counsel Name/Address]