

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

[Date]

[Plaintiff's Attorney Name or Plaintiff Name]
[Law Firm Name, if applicable]
[Address]
[City, State, Zip Code]

Re: Notice of Intent to Defend
Plaintiff: [Plaintiff's Name]
Defendant: [Your Name]
Case Number: [Case Number]
Court: [Name of Court]

To the Plaintiff and the Clerk of the Court:

Please take notice that I, [Your Name], the Defendant in the above-referenced matter, intend to defend against the civil lawsuit filed by [Plaintiff's Name].

I am appearing pro se (representing myself) and request that copies of all future pleadings, notices, and correspondence regarding this case be sent to the address listed above.

This notice is being filed and served in accordance with the rules of this court to prevent the entry of a default judgment and to formally state my participation in these proceedings.

Sincerely,

[Signature]

[Your Printed Name]

Proof of Service

I certify that a copy of this Notice of Intent to Defend was sent to the Plaintiff's representative via [Method of Delivery, e.g., Certified Mail] on [Date].