**\_[1]\_**

**Via First Class U.S. Mail:**

**\_[2]\_**

 **RE: \_[3]\_ v. \_[4]\_**

 **\_[5]\_ Court of \_[6]\_ County**

 **Case No. \_[7]\_**

 **Divorce Decree Entered \_[8]\_**

Dear **\_[9]\_**,

I am the former spouse of **\_[10]\_**. This Court granted our divorce on **\_[11]\_**. A copy of this letter is sent to **\_[12]\_**.

Paragraph **\_[13]\_** of our divorce decree **[14]** provides for a portion of my former spouse’s retirement account to be transferred to me by qualified domestic relations order (“QDRO”). I have prepared a proposed QDRO, which is enclosed for the Court’s consideration.

If it is acceptable, I would appreciate it if you would send me a *certified* copy of the entered QDRO. I have enclosed a self-addressed stamped envelope for this purpose. Upon my receipt of the same, I will forward a regular copy to **\_[15]\_** and send the certified copy to the plan.

Thank you for your attention to this matter. Please contact me at your convenience if you have questions or if I can further assist the Court.

 Sincerely,

 **\_[16]\_**

Notes for Cover Letter to Send QDRO to Judge

[1] The date of the letter.

[2] The name and address of the Judge. You would write the Judge’s name as (for example) “Hon. John Smith”. You should also address the letter specifically to the Judge’s secretary, law clerk, or staff attorney, and not directly to the Judge.

[3] The plaintiff’s last name in the divorce case.

[4] The defendant’s last name in the divorce case.

[5] The type of trial court that granted your divorce (“Superior”, “Circuit”, etc.).

[6] The name of the county where your divorce was granted.

[7] The case number of your divorce.

[8] The date your divorce decree was “entered” (generally, the date on the clerk’s file-stamp on your divorce decree).

[9] The person to whom you are addressing the letter – probably *not* the Judge directly. See [2].

[10] Your former spouse’s name.

[11] The date of your divorce; same as [8].

[12] Your former spouse’s name.

[13] You will have to look up the paragraph number from the divorce decree or your settlement agreement that gives you the right to have the QDRO entered.

[14] You may have to change “our divorce decree” to something like “our settlement agreement”, as appropriate.

[15] Your former spouse’s name.

[16] Your name.