

**SAMPLE TEMPLATE LETTER TO REQUEST A COPY OF ORDER
OF CONVICTION**

RETURN ADDRESS

DATE

(COURT WHERE YOU WERE CONVICTED: ALL JURISDICTIONS NEED A SEPARATE LTR)

Arlington Circuit Court
1425 N. Courthouse Road
Suite 1600
Arlington, Virginia 22201

Dear Clerk,

I am requesting a copy of my order of conviction on the below listed crimes:

CaseNumber	Defendant	Charge	Hear Date	Status
<u>CR89001355-0</u> <u>0</u>	KRATZ, LISA ANM	UTTERING	12/12/198 9	Nolle Prosequi
<u>CR89001356-0</u> <u>0</u>	KRATZ, LISA ANM	FORGERY	12/12/198 9	Guilty Plea
<u>CR89001357-0</u> <u>0</u>	KRATZ, LISA ANM	GRAND LARCENY	12/12/198 9	Nolle Prosequi
<u>CR89001515-0</u> <u>0</u>	KRATZ, LISA ANN	FORGERY	12/12/198 9	Guilty Plea
<u>CR89001516-0</u> <u>0</u>	KRATZ, LISA ANN	UTTER	12/12/198 9	Guilty Plea
<u>CR89001517-0</u> <u>0</u>	KRATZ, LISA ANN	FRAUD	12/12/198 9	Nolle Prosequi

Enclosed is a self-addressed stamped envelope for quick return. Thank you for your assistance in the matter.

Sincerely,

Lisa Kratz Thomas