{stdlongdate} Member ID: {stdMbrPERSLinkID}

{qu ContactName}

{qu ContactAdrCorStreet1}

{x qu ContactAdrCorStreet2}

{qu ContactAdrCorCity} {qu ContactAdrCorState} {qu ContactAdrCorZip}

**RE: PROPOSED DOMESTIC RELATIONS ORDER**

Dear {qu ContactName}:

This is notification that the NDPERS office has received information from you regarding a proposed domestic relations order. In order for NDPERS to complete the review process and notify you of the status, we must receive a signed letter indicating that you have been retained by the NDPERS member or the member’s ex-spouse. The letter should also indicate that you represent this person in the above referenced matter. Enclosed is a sample Legal Representation Letter for your convenience.

Upon receiving such notification, NDPERS will then be able to provide you with information regarding the review of the proposed domestic relations order.

If you have any questions, please call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Benefits Division

Enclosure - Sample Legal Representation Letter

[Enter Date]

NDPERS

PO Box 1657

Bismarck, ND 58502-1657

**RE: Notice of Legal Representation in Divorce Settlement**

Dear NDPERS:

This is notification that this law firm has been retained by [Enter Member Name **or** Spouse Name] as representation in the divorce settlement of [Enter Member Name **and** Spouse Name]. Therefore, I request that NDPERS provide information regarding the applicable NDPERS Retirement Plan for the purpose of developing a qualified domestic relations order.

This information should be sent to [Enter Mailing Address].

If you have any questions, please contact me at [Enter Phone Number].

Sincerely,

Name

Title