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Our File No. 2025-07NP-SC-25-171602  
Ottawa Small Claims Court file no. SC-25-171602

August 6, 2025

**SENT BY REGULAR MAIL**

Helen Nadine Phillips  
2 Balmoral Place, Unit 103  
Brockville, Ontario  
K6V 6K1  
613-556-0166

**Re:** Ottawa Small Claims Court file no. SC-25-171602

Ms. Phillips,

**YOU ARE BEING SUED.**

YOU accepted and signed for the Plaintiff's Claim (SC-25-171602) on July 23, 2025.

As of August 6, 2025, the Ottawa Small Claims Court has not received a Defence. Failing a Defence within 20 days of service, a Plaintiff may ask the court to note Defendant(s) in Default and thereafter obtain a Default judgment.

Being noted in Default means you are deemed to have admitted to the allegations in the Plaintiff's Claim and can result in court orders for damages.

Take notice,

*Leonard*

Leonard

CC: NadinePhillips21@hotmail.com  
CC: Copy to file

**FILE COPY**