

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name>
<Address>
<Address>
<Address>

Re: _____

Dear _____ :

I contacted the Court Administrator and obtained a first trial setting for a non-jury trial on _____, _____ in the above referenced matter. Enclosed is our Notice of Trial Setting. I informed the court administrator that I anticipated the trial would take approximately 1-1/2 days to try.

Should you be unavailable on this date, please let me know immediately so that we can obtain the next available trial setting.

Sincerely,

BY:

/
Enclosure
pc: