

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

<date>

<Name>

<address>

<address>

<address>

Re: \_\_\_\_\_  
Charge No. \_\_\_\_\_

Dear <Name>:

Enclosed herewith please find a copy of the Case Management Plan Order which I received from the Court this morning. As we discussed yesterday, the matter is set for trial during the term of Court beginning \_\_\_\_\_, 20\_\_\_\_ and ending \_\_\_\_\_, 20\_\_\_\_. Basically, we will have to have our case prepared and be ready to go to trial on 24 hours notice.

Obviously, we intend to try to have the case dismissed prior to trial. However, you need to mark these dates on your calendar so that you will be available should a trial be necessary.

Please call me if you should have any questions.

Sincerely,

by:

/  
Enclosure