***The Stabile Law Firm, LLC*\***

**97 Main Street, Suite 208**

**Woodbridge, New Jersey 07095**

**Scheduling 1-732-602-7795**

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Fax

To: Court Administrator **F***r*om: Law Office of Steven Stabile

Fax: [Court Fax] Pages: 2

Phone: Date: [Date]

Re: Rep / Adj Letter CC:

o Urgent o For Review o Please Comment o Please Reply o Please Recycle

Comments:

Please see the following letter.

Thank You

***The Stabile Law Firm, LLC***

97 MAIN STREET

SUITE 208

WOODBRIDGE, NEW JERSEY 07095

**STEVE STABILE, ESQ.\*\*\*\* ¨¨¨**

## SCHEDULING: 732-602-7795

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***\*\*\*\* licensed in NJ/NY/PA/DC***

***Hablamos Español – Falamos Português – Parliamo Italiano – Nous Parlons Français***

[Date]

[Name of Court]

[Address 1]

[Address 2]

Re: **State vs. [Client Name]**

**Email: [Client Email]**

**Summons No: [Complaint numbers]**

Dear Court Administrator,

Please be advised that I have be­en retained to represent **[Client Name]** in the above referenced matter**. [Client Name]** hereby enters a plea of Not Guilty to the offense charged and waives the arraignment and reading of the same.

Pursuant to R. 7:4-2(a), I hereby certify that the defendant has received a copy of the complaint, that I have explained it to him/her, that he/she understands the substance of the charge, and that he/she pleads Not Guilty to the charge.

By copy of this letter, I am requesting that this matter be adjourned to a later date and time. Kindly provide this office with the contact information for the municipal prosecutor so we may discuss a resolution by affidavit**.**

Thank you for your attention in this regard.

Very truly yours,

/s/Steve Stabile, Esq.\_\_

The Stabile Law Firm, LLC