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Re: ** vs. **
Our File No.:

Dear **:

This is to advise that the Court has scheduled your case to be heard on **
at ** before the Honorable .**

It is therefore necessary for you to immediately advise our office of the
names, addresses, telephone numbers of all witnesses you want to appear and
testify at your trial and bring all exhibits with you to my office. For
your convenience, I have enclosed blank lists of witnesses and exhibits you
may want to use to help you organize the information.

Accordingly, please schedule an appointment with my office as quickly as
possible concerning this matter.

Sincerely,

BG:rb**
[new pg]

** vs. ** Our File No.: **

LIST OF WITNESSES

Name _____ Address _____
Phone: Home _____ Work _____
Place of Employment _____
Description of Testimony _____

Name _____ Address _____
Phone: Home _____ Work _____
Place of Employment _____
Description of Testimony _____

Name _____ Address _____
Phone: Home _____ Work _____
Place of Employment _____
Description of Testimony _____

Name _____ Address _____
Phone: Home _____ Work _____

D e m o n s t r a t i o n

Place of Employment _____
Description of Testimony _____

Name _____ Address _____

Phone: Home _____ Work _____

Place of Employment _____

Description of Testimony _____

Name _____ Address _____

Phone: Home _____ Work _____

Place of Employment _____

Description of Testimony _____

Name _____ Address _____

Phone: Home _____ Work _____

Place of Employment _____

Description of Testimony _____

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** vs. ** Our File No.: **

LIST OF EXHIBITS

NAME OF EXHIBIT	SIGNIFICANCE
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1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

D e m o n s t r a t i o n

11.

12.