Hearing Speed Letter

DATE: _____

RE: _____

Dear _____:

I hope you will excuse the informality of this letter. By the use of forms such as this, our office hopes to handle your case in a more efficient and expeditious manner. If, at any time, you have any questions about your case or any other legal matter, please do not hesitate to give me a call. IN THE MEANTIME, IF YOU CHANGE YOUR TELEPHONE NUMBER OR ADDRESS, IT IS IMPERATIVE THAT YOU KEEP OUR OFFICE ADVISED!

☐ Please find enclosed a copy of a pleading that has been filed in this cause. I believe that you will find this self-explanatory, and it REQUIRES NO ACTION ON YOUR PART, but if you have any questions about it, please let me know.

☐ Please find enclosed with this correspondence a copy of a letter or other documents received by this office regarding your case. I believe that this letter is self-explanatory and REQUIRES NO ACTION ON YOUR PART at this time, but if you wish to discuss it with me, please give me a call.

☐ Please find enclosed with this correspondence a copy of a letter or other documents received by this office regarding your case. I believe that this document requires action and would appreciate it if you would CONTACT ME AS SOON AS POSSIBLE.

☐ Please find enclosed with this letter a document relating to your case that you should review carefully. Please sign where indicated and RETURN TO THIS OFFICE in the enclosed envelope AS SOON AS POSSIBLE.

☐ There have been new developments in your case that I believe that we need to discuss. Please give the office a call and make an appointment to see me at the earliest possible date. THIS IS VERY IMPORTANT — DO NOT DELAY!

☐ Please find enclosed an Order that I have drafted pursuant to our agreement or pursuant to the instructions of the Court. PLEASE SIGN THE ORDER AND RETURN IT TO ME in the enclosed envelope for entry in the cause. I will send you an attested copy.

☐ A hearing relating to your case has been set for _____ (*time*) at _____(*location*).

☐ YOU MUST ATTEND THIS HEARING. Please govern yourself accordingly.
☐ YOU DO NOT NEED TO ATTEND THIS HEARING.

Yours very truly,