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ATTORNEY AT LAW

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Date

Re: No Show in Court

Date of Appearance:

2nd Fee Due and appointment

Dear :

You were mailed a court notice requiring you to appear in Court on the above date. We appeared, spoke with the Prosecutor and Court staff, and waited for you to appear. You did not call the Court or my office prior to Court to advise of any emergency why you could not appear. After you did not appear, the Court was unable to proceed without you.

Failure to appear in Court can result in a warrant for arrest, bail to be posted and suspension of driver's license. You should immediately call the Court to explain your reasons for not appearing and comply with any conditions imposed by the Court.

Appearance Fee Due

Under our written representation agreement, the fee paid covered representation up to the first appearance in Court. It does not include making additional court appearances if a person fails to appear when ordered by the Court. Our additional fee to appear a second time is \$ _____. This fee must be paid in full by _____. If not paid, we will assume you will be proceeding on your own and no longer desire to retain us further. We will then send a fax to the Court to advise we will not be handling the case further or appearing. We apologize for the formality of this letter, but we are required to advise you of the seriousness of the failure to appear.

We have scheduled an appointment for you to come into our office on _____

You must bring:

1. All papers you have in connection with your matter.
2. Your questions written out
3. A credit card or cash to pay the second appearance fee.

You must appear at that date and time, unless we notify you otherwise.

Very truly yours,

KENNETH A. VERCAMMEN

KAV/
Enclosure