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D

name
address

RE: Hearing Notice

location:

Dear :

Please be advised your hearing has been scheduled for:

Date:

Time:

You must be promptly present in court and prepared to proceed at that time. Please call my secretary approximately 24 hours before this hearing to confirm that the court has not adjourned your hearing.

You are reminded that every time you go to Court or come to our office, you should bring your entire file with all documents and letters you have received from our office, the Court, insurance companies and the Division of Motor Vehicles, if applicable to your case. In addition to bringing your file, we recommend that you bring a magazine or some light reading because the courts often take recesses and delays often occur.

When you arrive, please check in. Hearing times are often delayed. If by chance, I or the attorney in my office handling the hearing is not at the hearing room when you arrive, please do not panic. We will soon arrive to handle the case. We often travel from another court. Do not call the law office if you do not see the attorney right away. Usually we will go to speak directly with the Prosecutor or Court Clerk prior to going into the courtroom. **Please remain in the courtroom/hearing room until we arrive.** In municipal court/traffic cases, do not speak with the Prosecutor, wait for your attorney to arrive. Do not leave the court and go home until instructed by Mr. Vercammen or a member of our staff. If you will have to pay court costs or a fine, bring a checkbook or cash. Most towns and state agencies still do not accept credit cards.

Very truly yours,

KENNETH VERCAMMEN

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