

KENNETH VERCAMMEN & ASSOCIATES, PC
ATTORNEY AT LAW

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DATE

ADDRESS

RE: Read and sign Affidavit

Dear :

Please find enclosed the Certification/ Defense by Affidavit we prepared for you. Please read it carefully. If you need to make any changes, make the changes in blue ink directly on the form. You must immediately sign in front of a notary and return it to our office. The notary needs to print their name & put seal on affidavit , and fill in the County where you are signing. If the hearing date is less than 10 days away, we recommend you send the signed Affidavit by Federal Express or UPS.

CALL THE COURT

On the day or day after the court session, you should call the court directly to determine the specific reduced charge and the total fine and cost. The court's phone number is on both the back of the ticket and on their hearing notice. You should also ask the court who your check should be made payable to and the address for mailing. Please do not call our office receptionist because she will not have this information.

Very truly yours,

KENNETH VERCAMMEN

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