**Sample Court Appearance or Hearing Letter**

June 20, 20—

Mr. John J. Client
123 Main Street
Anytown, Louisiana 45678

RE: {Case Name & Number} Dear Mr. Client:

Your case has been set for hearing/trial on at o’clock in the parish courthouse, located at

 in . Your case is before Judge in courtroom .

You will find it most convenient to park {specify parking lots, etc.}. Judge ’s courtroom is located on the

 floor. I will meet you {location} at o’clock the day of the trial.

This is a hearing on {issue}. {This is a trial on the merits.}

Please be present for this. If you have any questions, please feel free to call.

Sincerely, FIRM NAME

Attorney Name

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**PRACTICE AID GUIDE:** The Essentials of Law Office Management

**CHAPTER 4** Maintaining the Attorney-Client Relationship and Law Office Procedure