

**[Suggested Form Letter to Chief Judge. This letter may be submitted to the Chief Judge in paper form bearing the original signature of the clinic director/coordinator or, if in PDF format and bearing the signature of the clinic director/coordinator, as an attachment to an e-mail using the Contact Us link.]**

[Date]

Dear Chief Judge \_\_\_\_\_:

I am writing on behalf of [name of nonacademic clinic] to provide the Court with the information requested in section 1.g. of the Tax Court's Requirements for Nonacademic Clinical Programs.

1. Name, address, Tax Court Bar number (if applicable), e-mail address, and phone number of the nonacademic clinic director/coordinator.
2. Identify the place(s) of trial served by the nonacademic clinic.
3. The [name of nonacademic clinic] agrees to comply with the Tax Court's Requirements for Nonacademic Clinical Programs and that the nonacademic clinic is operated by an exempt organization as described in I.R.C. sec. 501(c)(3) and exempt from tax under I.R.C. sec. 501(a).
4. A copy of the nonacademic clinic's guidelines as described in sections 1.d. and 1.e. of the Requirements [is attached] or [appears on the nonacademic clinic's web site at xxxxx@xxxxxx].
5. During the calendar year preceding submission of the letter, the nonacademic clinic entered an appearance for [number of petitioners] with cases pending in the Court, pursuant to Tax Court Rule 24; (b) the nonacademic clinic represented [number of petitioners] (e.g., through a Power of Attorney), but did not enter an appearance; and (c) the nonacademic clinic provided consultation, assistance and/or advice for [number of petitioners] (e.g., at the Calendar Call) but did not represent the taxpayer.
6. The nonacademic clinic [does/does not] regularly appear at calendar calls to assist self-represented petitioners and the clinic [does/does not] have a relationship with outside attorneys for referral of cases or operation of a calendar call program. The nonacademic clinic [has/has not] submitted a separate letter for the operation of a calendar call program.
7. The nonacademic clinic offers the following suggestions for better assisting low income petitioners in their interactions with the Court. [Suggestions]
8. Attached to this letter is an updated stuffer notice that the Court can use to notify petitioners of the availability of the nonacademic clinic's services for the coming year.
9. The [name of nonacademic clinic] would like its stuffer notice to be sent to petitioners in [regular, small, or regular and small] tax cases.

**The nonacademic clinic will immediately notify the Court of any change of director, address or telephone number.**

Sincerely,