

[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](#) form.]

[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.f. 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] would like its stuffer notice to be sent to taxpayers in regular tax cases, small tax cases, or both.

4. Attached to this letter is an updated stuffer notice that the Court can use to notify taxpayers of the availability of the nonacademic clinic's services for the coming year.

5. The [name of nonacademic clinic] agrees to comply with the Tax Court's Requirements for Nonacademic Clinical Programs.

6. A copy of the nonacademic clinic's guidelines as described in sections 1.c. and 1.d. of the Requirements [is attached] or [appears on the nonacademic clinic's web site at [xxxxx@xxxxxx](#).]

7. During the calendar year preceding the submission of this letter, the nonacademic clinic consulted with approximately [number] of taxpayers with cases pending in the Court and the nonacademic clinic entered an appearance for approximately [number] of taxpayers.

8. The nonacademic clinic offers the following suggestions for better assisting low-income taxpayers in their interactions with the Court. [Suggestions]

Sincerely,