

**[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 or, if in PDF format and bearing the signature of the clinic director, as an attachment to an email using the Contact Us link.]**

[Date]

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

I am writing on behalf of [name of academic clinic] to provide the Court with the information requested in section 1.e. of the Tax Court's Requirements for Academic Clinical Programs (Non Law School).

1. Name, address, Tax Court Bar number, e-mail address, and phone number of the academic clinic director and clinic practitioners.
2. Identify the place(s) of trial served by the academic clinic.
3. The [name of academic clinic] agrees to comply with the Tax Court's Requirements for Academic Clinical Programs and is operated by an accredited college or university.
4. A copy of the academic clinic's guidelines as described in section 1.b. of the Requirements [is attached] or [appears on the academic clinic's web site at xxxxx@xxxxxx.edu.]
5. [Approx. number of] students are enrolled or otherwise participating in the clinical program during the spring/summer/fall semester(s), or year round.
6. During the calendar year preceding the submission of this letter: (a) the academic clinic entered an appearance for [number of petitioners] with cases pending in the Court, pursuant to Tax Court Rule 24; (b) the academic clinic represented [number of petitioners] (e.g., through a Power of Attorney), but did not enter an appearance; and (c) the academic clinic provided consultation, assistance and/or advice for [number of petitioners] (e.g. at the Calendar Call) but did not represent the taxpayer.
7. The academic clinic [did/did not] regularly appear at [number of calendars] 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.
8. The clinic [does/does not] have access to interpreters in the following languages: [list languages]
9. The clinic [does/does not] participate in pro bono days in advance of calendar call.

10. The academic clinic offers the following suggestions for better assisting low-income taxpayers in their interactions with the Court: [suggestions]

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

12. The [name of academic clinic] would like its stuffer notice to be sent to taxpayers in regular tax cases, small tax cases, or both.

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

Sincerely,

*[If the director is an adjunct faculty member or a part-time member of the staff, signature of a law school administrative official is required.]*