

**[Format for Stuffer Notice. Please adhere to this format when preparing a stuffer notice. Any stuffer notice submitted to the Court on a clinic's letterhead should limit the information provided to the name of the clinic, address, telephone number, and Internet address, along with the information set out below. Please see the Requirements for Participation for [Academic \(Law School\)](#), [Academic \(Non Law School\)](#), and [Nonacademic Clinics](#) for submitting a stuffer notice in Spanish.]**

## **DO YOU NEED HELP WITH YOUR TAX COURT CASE?**

Dear Tax Court Petitioner:

The United States Tax Court is forwarding this notice because you have requested [city, State] as your place of trial and you are not represented by counsel.

There are organization(s) (**tax clinic(s)**) in your area that may represent you free of charge if you meet certain qualifications. If a tax clinic agrees to assist or represent you, the tax clinic can advise and assist you in resolving your case by settlement or trial. The tax clinics are **not** part of either the Internal Revenue Service or the United States Tax Court. Languages other than English may be offered by a tax clinic. However, all Tax Court proceedings are conducted in English. The tax clinic(s) that serve(s) the city requested for your trial is (are):

[List name(s), address(es) and telephone number(s) of tax clinic(s)]

You should contact a tax clinic **as soon as possible** to inquire about possible representation in your case. Delay in contacting a clinic may make it more difficult for the clinic to assist you or for you to properly prepare your case. The United States Tax Court does not recommend a particular tax clinic. However, the Court encourages you to contact a tax clinic.

**[IMPORTANT: The Court mails one stuffer notice per city. If more than one clinic participates in the Court's clinical program in the same city then those clinics must prepare a joint stuffer notice. Clinic(s) participating in more than one city must prepare a stuffer notice for each city. Please carefully review your stuffer notice for typographical errors.]**