

[Suggested Form Letter to Chief Judge. This letter may be submitted to the Chief Judge in PDF format and bearing the signature of the program director by sending as an attachment to LITC@ustaxcourt.gov.]

[Date]

Dear Chief Judge Urda:

I am writing on behalf of [name of Bar sponsored calendar call program] to provide the Court with the information requested in section 1.c. of the Tax Court's Requirements for Bar sponsored calendar call programs.

1. Calendar Call Program (Program) director's name, Tax Court Bar number (if applicable), address, e-mail address, and phone number. *If the director is not admitted to the Tax Court, include the name, email address, and telephone number of an attorney affiliated with your program who is admitted to practice before the Tax Court.*
2. Place(s) of trial the Program serves: [City, State location(s)]
3. The Program provides assistance to self-represented petitioners in [small tax cases, regular tax cases, or both].
4. With respect to the place(s) of trial served by the Program please indicate **one** of the following:
 - a. The Program can assist any petitioner regardless of where petitioner resides.
 - b. The Program is unable to assist petitioners that reside outside of [geographical area(s), i.e., state or county].
5. With respect to remote (virtual) trial sessions for places of trial with limited or no clinic/program coverage please indicate **one** of the following:
 - a. The Program would like to be included on a list for the Court to contact when coverage is needed at remote sessions outside of their listed place(s) of trial.
 - b. The Program is unable to assist outside of their listed place(s) of trial.
6. The [name of Program] agrees to comply with the Tax Court Requirements for Bar sponsored calendar call programs.
7. A copy of the Program's guidelines as described in section 1.b. of the Requirements [is attached] or [appears on the Program's web site at xxxxx@xxxxxx.]
8. During the calendar year preceding the submission of this letter:
 - a. The Program entered a general appearance for [number] petitioners with cases pending in the Court, pursuant to Tax Court Rule 24.
 - b. The Program entered a limited entry of appearance for [number] of cases

pending in the Court, pursuant to Tax Court Rule 24(g).

- c. The Program represented [number] petitioners (e.g., through a Power of Attorney), but did not enter an appearance.
 - d. The Program provided consultation, assistance and/or advice for [number] petitioners (e.g. at the Calendar Call) but did not represent the taxpayer.
 - e. The Program filed (or participated in filing) amicus briefs in [number] cases.
 - c. The Program [would/would not] consider filing an amicus brief under Rule 151.1, if requested.
9. The Program has, or engages with, interpreters in the following languages: [list languages, or N/A].
10. The Program [does/does not] participate in pro bono settlement days in advance of calendar call.
11. The Program offers the following suggestion(s) for better assisting low-income petitioners in their interactions with the Court: [suggestion(s) or N/A]. *Please do not submit suggestions for other agencies, such as the IRS.*

The Program's director/coordinator will immediately notify the Court of any change of director, address, telephone number, or cease in operation.

Sincerely,