

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

[Date]

Dear Chief Judge Urda:

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. The academic program is a [Law School or Non Law School].

1. Clinic director's name, Tax Court Bar number (if applicable), address, e-mail address, and phone number. If the clinic director is not admitted to the Tax Court, include the name, email address, and telephone number of an attorney affiliated with your organization who is admitted to practice before the Tax Court.
2. Place(s) of trial the Clinic serves: [City, State location(s)]
3. With respect to the place(s) of trial served by the Clinic please indicate **one** of the following:
 - a. The Clinic can assist any petitioner regardless of where petitioner resides.
 - b. The Clinic is unable to assist petitioners that reside outside of [geographical area(s), i.e., state or county].
4. With respect to remote (virtual) trial sessions for places of trial with limited or no clinic coverage please indicate **one** of the following:
 - a. The Clinic 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 Clinic is unable to assist outside of their listed place(s) of trial.
5. The [name of Clinic] agrees to comply with the Tax Court's Requirements for Academic Clinical Programs and is operated by an accredited college or university.
6. A copy of the Clinic's guidelines as described in section 1.b. of the Requirements [is attached] or [appears on the Clinic's web site at xxxxx@xxxxxx.edu.]
7. [Approx. total number of] students are enrolled or otherwise participating in the clinical program during the [spring/summer/fall semester(s), or year-round].
8. During the calendar year preceding the submission of this letter:
 - a. The Clinic entered a general appearance for [number] petitioners with cases pending in the Court, pursuant to Tax Court Rule 24.
 - b. The Clinic entered a limited entry of appearance for [number] of cases pending in the Court, pursuant to Tax Court Rule 24(g).
 - c. The Clinic represented [number] petitioners (e.g., through a Power of Attorney), but did not enter an appearance.
 - d. The Clinic provided consultation, assistance and/or advice for [number] petitioners (e.g. at the Calendar Call) but did not represent the taxpayer.
 - e. The Clinic filed (or participated in filing) amicus briefs in [number] cases.

- f. The Clinic [would/would not] consider filing an amicus brief under Rule 151.1, if requested.
9. The Clinic appeared at [number of calendars] calendar calls to assist self-represented petitioners in the past year.
10. The Clinic [does/does not] have a relationship with outside attorneys for referral of cases or operation of a calendar call program.
11. The Clinic offers the following suggestion(s) for better assisting low-income taxpayers in their interactions with the Court: [suggestion(s), or N/A]. *Please do not submit suggestions for other agencies, such as the IRS.*
12. The Clinic has, or engages with, interpreters in the following languages: [list languages, or N/A].
13. The Clinic [does/does not] participate in pro bono settlement days in advance of calendar call.
14. Attached to this letter is an updated stuffer notice that the Court can use to notify taxpayers of the availability of the Clinic's services for the coming year. Please indicate which of the following applies to your submitted stuffer notice:
- a. A stuffer notice is being sent in English only.
 - b. A stuffer notice is being sent in English and Spanish (2 pages)
 - c. A stuffer notice is being sent in English, Spanish, and an additional language: [list additional language] (3 pages)
- *The Court expects any additional languages to be uniform with the English stuffer notice text found in the Court's stuffer notice template (including the text notifying participants that "all Tax Court proceedings are conducted in English").*
15. The Clinic would like its stuffer notice(s) to be sent to taxpayers in [regular tax cases, small tax cases, or both].

The Clinic will immediately notify the Court of any change of director, address, telephone number, or cease in operation.

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.]