

[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:

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. Name, address, Tax Court Bar number (if applicable), e-mail address, and phone number of the calendar call program (Program) director/coordinator.
2. List the place(s) of trial the Program serves.
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 cannot assist petitioners that reside outside of [geographical area(s), i.e., state or county].
5. With respect to remote trial sessions for places of trial with limited or no clinic/program coverage please indicate **ONE** of the following:
 - a. The Program is willing and can assist a petitioner outside of the listed place(s) of trial served by the Clinic when requested by the Tax Court.
 - b. The Program cannot assist a petitioner outside of the listed place(s) of trial served by the Clinic when requested by the Tax Court.
6. The [name of Program] agrees to comply with the U.S. 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. The Program provided consultation, assistance, and/or advice for [number of petitioners] at [number of trial sessions] during the calendar year proceeding the submission of this letter.
9. The Program [does/does not] have access to interpreters in the following languages: [list languages or write 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 suggestions for better assisting low-income petitioners in their interactions with the Court: [Suggestions - please include any suggestions on the newly implemented limited entry of appearance procedure].

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

Sincerely,