

[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:

I am writing on behalf of [name of nonacademic clinic] to provide the Court with the information requested in section 1.g. of the Tax Court's Requirements for Nonacademic Clinical Programs.

1. Name, address, Tax Court Bar number (if applicable), e-mail address, and phone number of the nonacademic clinic (Clinic) director/coordinator.
2. List the place(s) of trial the Clinic serves.
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 cannot assist petitioners that reside outside of [geographical area(s), i.e., state or county].
4. With respect to remote trial sessions for places of trial with limited or no clinic coverage please indicate **ONE** of the following:
 - a. The Clinic 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 Clinic cannot assist a petitioner outside of the listed place(s) of trial served by the Clinic when requested by the Tax Court.
5. The [name of Clinic] agrees to comply with the Tax Court's Requirements for Nonacademic Clinical Programs and is operated by an exempt organization as described in I.R.C. sec. 501(c)(3) and exempt from tax under I.R.C. sec. 501(a).
6. A copy of the Clinic's guidelines as described in sections 1.d. and 1.e. of the Requirements [is attached] or [appears on the Clinic's web site at xxxxx@xxxxxx].
7. During the calendar year preceding the submission of this letter:
 - a. The Clinic entered an appearance for [number] petitioners with cases pending in the Court, pursuant to Tax Court Rule 24.
 - b. The Clinic represented [number] petitioners (e.g., through a Power of Attorney), but did not enter an appearance.
 - c. The Clinic provided consultation, assistance and/or advice for [number] petitioners (e.g. at the Calendar Call) but did not represent the taxpayer.

- d. The Clinic filed (or participated in filing) amicus briefs in [number] cases.
 - e. The Clinic filed limited entries of appearance in [number] cases.
8. The Clinic regularly appeared at [number of calendars] calendar calls to assist self-represented petitioners.
 9. The Clinic [does/does not] have a relationship with outside attorneys for referral of cases or operation of a calendar call program.
 10. The Clinic offers the following suggestions for better assisting low-income taxpayers in their interactions with the Court: [Suggestions - please include any suggestions on the newly implemented limited entry of appearance procedure].
 11. The Clinic has regular access to interpreters in the following languages: [list languages. If not applicable, write N/A].
 12. The Clinic [does/does not] participate in pro bono settlement days in advance of calendar call.
 13. 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.
 14. The [name of Clinic] would like its stuffer notice 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 or telephone number, or cease in operation.

Sincerely,