

[Suggested Form Letter to the Chief Judge. This letter may be submitted to the Chief Judge in paper form bearing the signature of the program director/coordinator or, if in PDF format and bearing the signature of the program director/coordinator, as an attachment to an e-mail using the Contact Us link.]

[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 director/coordinator.
2. Identify the place(s) of trial served by the calendar call program.
3. Whether the Bar sponsored calendar call program provides assistance to self-represented petitioners in small tax cases, regular tax cases, or both.
4. The [name of Bar sponsored calendar call program] agrees to comply with the U.S. Tax Court Requirements for Bar sponsored calendar call programs.
5. A copy of the calendar call program's guidelines as described in section 1.b. of the Requirements [is attached] or [appears on the calendar call program's web site at xxxxx@xxxxxx.]
6. The calendar call program provided consultation, assistance and/or advice for [number of petitioners] at the trial session during the calendar year preceding the submission of the letter.
7. The calendar call program offers the following suggestions for better assisting self-represented petitioners in their interactions with the Court. [Suggestions]

The calendar call program director/coordinator will immediately notify the Court of any change of director, address or telephone number.

Sincerely,