

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

[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 or 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 pro bono program's web site at xxxxx@xxxxxx.]
6. The calendar call 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.
7. The Bar sponsored calendar call program has regular access to interpreters in the following languages: [list languages]. If not applicable, write N/A.
8. The Bar sponsored calendar call program [does/does not] participate in pro bono days in advance of calendar call.
9. The pro bono program offers the following suggestions for better assisting low-income 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,