

APPENDIX T - FORMS

FORM 1

SAMPLE LETTER OF APPEARANCE

[Law Firm Letterhead]

[date]

RE: Bad Boy Summons 123456

Dear Judge Smith:

Please be advised that the undersigned has been retained to represent Mr. Bad Boy in the above captioned matter. I have advised Mr. Bad Boy of the nature of the charges and potential penalties. I have also advised Mr. Bad Boy of his right to an attorney, and the right to remain silent.

Based upon my advice, my client wishes to plead not guilty.

By copy of this letter I have informed the Municipal Prosecutor of my client's plea. Discovery has been requested by separate cover from the Municipal Prosecutor and the police entity.

Please adjourn this matter for a sufficient time for me to obtain and review discovery with my client and potential experts.

I would specifically request that a copy of my client's drivers abstract and criminal history be included.

Please maintain my client on his current bail status.

I would request that the Court sign and return the enclosed order directing the Police entity to preserve for duplication all audio and video tapes that relate to this incident.

Very truly yours,

Sample Letter Requesting Celebrity Appearance

M Planty



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