

Information or instructions: Letter to a client in litigation when the attorney cannot contact the client

PREVIEW

1. The following letter may be used when the attorney has represented a client in a litigation matter and the attorney can no longer contact the client.
2. The attorney is still legally obligated to defend the matter on behalf of the client; however, it is important to fully document the attempts the attorney has made to advise the client of the legal proceedings and the consequences of the client's failure to participate in the legal proceedings.
3. The attorney may want to consider withdrawing from the case as attorney of record, however be sure to review the ethical considerations prior to the withdrawal.

PLEASE DO NOT COPY
Information or instructions: Letter to a client in litigation when the attorney cannot contact the client

[Date]

[Client's name]
[Client's address]

ATTORNEY-CLIENT COMMUNICATION: THIS DOCUMENT AND ITS CONTENTS CONSTITUTE LEGALLY PRIVILEGED INFORMATION

Dear [Client's salutation]

THIS DOCUMENT

Enclosed please find [docket control order or other pleading, i.e., trial setting notice]. The court has set the case for trial on [date] at [time].

You must attend the [i.e. trial] or else you will lose your case. By failing to respond to the court notice, and by failing to contact me so that I can properly represent you, your unresponsive action requires me to inform you that a judgment will be granted against you for the relief requested in the opposing party's pleadings. Those pleadings may be amended and request other relief which is not currently stated in the existing pleadings.

Please contact me immediately or I will not be able to properly represent you in this matter.

THANK YOU
We need to meet as soon as possible. Please call my office to make an appointment so that we can discuss the matter and obtain the information necessary to properly represent you.

If you fail to respond to this letter, then we cannot be responsible for the outcome or the consequence of your unresponsive action.

LegalFormsForTexas.Com

Since you have not responded to our previous attempts to inform you of this matter, we have concluded that you have apparently decided to drop this matter, accordingly we are closing our file and are no longer your attorney for said matter.

PREVIEW

You may receive from the court, our law firm or the opposing law firm further communications about this matter, including but not limited notices of hearings, court orders and a judgment.

I hope this letter explains the importance of complying with the litigation procedure. I am not trying to scare or offend you, but it is important for you to be fully aware of the consequences for failing to comply with the court rules.

If my understanding of the above is incorrect, or if you have any questions, please contact me in writing, as soon as possible, but no later than [date] since we must act on or before said date.

PLEASE DO NOT COPY

Very truly yours,

[Attorney's name]

Certified Return Receipt Request Number:

THIS DOCUMENT

THANK YOU

LegalFormsForTexas.Com