

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

[Date]

Dear Chief Judge \_\_\_\_\_:

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

1. [Name, address, Tax Court Bar number, e-mail address, and phone number of the academic clinic director and clinic practitioners.]
2. [Identify the place(s) of trial served by the academic clinic.]
3. The [name of academic clinic] would like its stuffer notice to be sent to taxpayers in regular tax cases, small tax cases, or both.
4. Attached to this letter is an updated stuffer notice that the Court can use to notify taxpayers of the availability of the academic clinic's services for the coming year.
5. The [name of academic clinic] agrees to comply with the Tax Court's Requirements for Academic Clinical Programs.
6. A copy of the academic clinic's guidelines as described in section 1.b. of the Requirements [is attached] or [appears on the academic clinic's web site at [xxxxx@xxxxxx.edu.](#)]
7. A copy of the academic clinic's academic calendar for the coming year [is attached] or [appears on the clinic's web site at [xxxxx@xxxxxx.edu.](#)]
8. During the calendar year preceding the submission of this letter, the academic clinic consulted with approximately [number] of taxpayers with cases pending in the Court and the academic clinic entered an appearance for approximately [number] of taxpayers.
9. The academic clinic offers the following suggestions for better assisting low-income taxpayers in their interactions with the Court. [Suggestions]

Sincerely,