# ***SAMPLE ADMINISTRATIVE FORM***

## CLIENT MATTER STATUS REPORT

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I hope you will excuse the informality of this letter. By the use of forms such as this, our office hopes to handle your case in a more efficient and expeditious manner. If, at any time, you have any questions about your case or any other legal matter, please do not hesitate to give me a call. IN THE MEANTIME, IF YOU CHANGE YOUR TELEPHONE NUMBER OR ADDRESS, IT IS IMPORTANT THAT YOU KEEP OUR OFFICE ADVISED!

[ ] Please find enclosed a copy of a pleading that has been filed in this cause. I believe that you will find this self-explanatory, and it REQUIRES NO ACTION ON YOUR PART, but if you have any questions about it, please let me know.

[ ] Please find enclosed with this correspondence a copy of a letter or other documents received by this office regarding your case. I believe that this letter is self-explanatory and REQUIRES NO ACTION ON YOUR PART at this time, but if you wish to discuss it with me, please give me a call.

[ ] Please find enclosed with this correspondence a copy of a letter or other documents received by this office regarding your case. I believe that this document requires action and would appreciate it if you would CONTACT ME AS SOON AS POSSIBLE.

[ ] Please find enclosed with this letter a document relating to your case that you should review carefully. Please sign where indicated and RETURN TO THIS OFFICE in the enclosed envelope AS SOON AS POSSIBLE.

[ ] There have been new developments in your case that I believe we need to discuss. Please give the office a call and make an appointment to see me at the earliest possible date. THIS IS VERY IMPORTANT. DO NOT DELAY!

[ ] A hearing relating to your case has been set for:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Date]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Time]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Location]

[ ] YOU MUST ATTEND THIS HEARING. Please govern yourself accordingly.

[ ] YOU DO NOT NEED TO ATTEND THIS HEARING.

Sincerely,

[Lawyer Signature]

[Firm Name]