

Date

VIA FACSIMILE NUMBER OR EMAIL

Attorney's name  
Address  
Address

RE: Case Name:  
Case No.:  
Case Division: FM-F  
Name of Motion Ruled On:

Dear Attorney:

In accordance with Judge Bass's directions at the hearing on the motion referenced above, enclosed please find the proposed ORDER. Judge Bass's policy requires that this proposed Order be furnished to you no less than twenty-four (24) hours before it is submitted to the Court. If the proposed Order accurately reflects the Court's ruling, please advise me so I may send it to the Judge. In the event you feel this Order does not accurately represent the Court's ruling, please contact me promptly so that we can discuss any appropriate changes that may need to be made to the Order prior to submitting it to the Court. In the event that I do not hear from you within forty-eight (48) hours from the date and time of this facsimile transmission, I will assume you agree with the form and substance of the proposed order and I will forward this Order to the Court with the enclosed transmittal letter. I look forward to hearing from you. With kindest regards, I remain

Respectfully yours,

Attorney

Enclosures

cc: Client