



Matthew L. Rutt

**Attorney at Law
Criminal Defense**

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Dear Client:

My name is Matthew Rutt and I have been appointed to represent you on your criminal case that is pending in Pasco Municipal Court. I have over 30 years experience successfully defending people with criminal charges. Please feel free to call me so I can schedule an appointment to meet with you to discuss your case. Many appointments can be handled by a phone call. If you are not in jail your appointment will usually be scheduled for Friday afternoons. My office phone number in Richland is: (509) 948- 4622. If the matter is urgent, please feel to contact me on my cell phone at (509) 222-4682. Please leave a complete voicemail including your name and phone number if for some reason you are unable to reach me. I usually return calls around 1 - 2 days after I receive them. If you cannot speak English, please let me know and I will arrange an interpreter for you. My cell phone can receive text messages but make sure you identify yourself when leaving a text message. You can also email me at mlruttattorney@netscape.net. I check my emails daily and again make sure you identify yourself in your email to me. I will also strive to let you know when I am on vacation which is not very often.

If you need to give me any evidence for your defense such as photographs please either give it to me in Court at your Pre-trial Hearing on Monday or at a scheduled appointment at my office which is located at 719 Jadwin Avenue in Richland (my name is on the side of the building) If you have an emergency and have to miss your mandatory Court hearing, please either call, text, or email me immediately and provide a detailed description of the emergency situation so that I can get your absence excused and have your Hearing reset. Otherwise, an arrest warrant could be issued by the Judge for your failure to appear at the scheduled hearing which should be avoided at all costs. You may even have to bring a note from your doctor with you to your next Hearing to excuse your previous absence and prevent a separate bail jumping charge from being filed against you by the city prosecutor.

Thank you for your time and consideration. I look forward to representing you on your case.

Sincerely,

Matthew L. Rutt
Attorney at Law

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