

H. Chang Law Office, PLLC
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Hello,

My name is Judy Chang, and I am your court appointed attorney on your criminal matter in Pasco Municipal Court. The purpose of this letter is to inform you of the best ways to communicate with me, so that I can best represent you on your case. **Para personas de habla hispana:** Tenga en cuenta que no hablo español con fluidez. Si solo puede comunicarse en español, envíeme un mensaje de texto al (509) 542-7610 con su nombre completo y número de caso. Usaré Google Translate para traducir su mensaje.

Phone Calls:

- The best time to call me in my office is on the following days and time:
Monday, Wednesday, Thursday, and Friday from 3:00 p.m. to 5:00 p.m.

If you call me and I am not able to answer the phone, I will try to call you back by the following Friday of that week. Please leave a message when you call, with your full name, case number, and a phone number to return your call.

Email and text message:

- I can be reached by email or by text (to the office number). If you have any evidence for your case, delivering by text or email are options (see below for more).

Office visits:

- Most clients find telephonic meetings with me to be the most efficient way of going over a case, as this saves the client the hassle of travelling to my office. However, if there is a need for us to meet in person, please call, text, or email me to set up an appointment.

How to provide evidence to me on the case (example: witness lists, video tapes, pictures):

1. Wait and give it to me in court at your pre-trial hearing.
2. Make an appointment with me and provide it to me at the appointment.
3. If possible, you can email or text the evidence to me.
4. Put it in a sealed envelope addressed to me and give it to my receptionist.

If you have an emergency situation and cannot make it to court, what should you do?

- Please call or text me ASAP with a detailed description of the emergency. If you have any documents to support your emergency, such as a doctor's note, please text or email that information to me in addition to your call. Please note, it is entirely up to the Judge to decide whether to continue the case or issue a warrant for your arrest for missing court, so even if I explain your emergency to the Judge, it may still be possible to get a warrant.

Thank you for your cooperation.

H. Judy Chang
Attorney