

Annexure B: Letter advising client of next court date

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Our Ref:
Date:

Telephone:
Facsimile:
E-mail:

Private & Confidential
(CLIENT NAME)
(ADDRESS)

Dear (CLIENT),

Your criminal charge

Your matter has been adjourned for a further court date.

Your matter has been set down for (COURT TYPE) at the (COURT) on (DATE) at (TIME).

Your bail will continue until the next court date.

Do I need to attend my next court date?

You must personally attend the court at your next court date unless we advise you otherwise. If you do not appear in court when you are required, the court may issue a warrant for your arrest. Your legal aid may end if a warrant is issued. If for some reason these arrangements change, we will contact you to advise that you do not have to attend court on this day.

What do I need to do now?

Please let us know if you change your address or telephone number.

If you do not have a personal telephone number, please give us the telephone number of a friend or relative we can leave a message with.

If you have any questions, please contact (LAWYER) on (PHONE NUMBER).

Yours sincerely

(LAWYER NAME)
(POSITION)
(FIRM)