

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.

Phone Calls:

- The best time to call me in my office is on the following days and time:
Monday from 1:00 p.m. to 4:00 p.m.
Wednesday from 1:00 p.m. to 4:00 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 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:

- I have regular office hours every Thursday between 1:00 pm and 4:00 pm. If you would like to make an appointment to meet on Thursday, please call or email me to set up an appointment. If you need an appointment outside of Thursday afternoon, I will do my best to accommodate that based on my availability.
- If I have not yet received discovery from the City, it may be best to reserve scheduling an office visit until discovery has been received. I recommend, in such an instance, that we discuss your case via phone call if you still wish to discuss your case beforehand.

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. I look forward to representing you on your case.

H. Judy Chang
Attorney