
Tri-City Legal, P.L.L.C.

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509.591.9269

Address
7101 W. Hood Pl., Ste. B-202
Kennewick, WA 99336

Email
escott@tri-citylegal.com

Hello,

My name is Eric Scott. I have been appointed by the Court to represent you 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 I can efficiently and effectively represent you.

Phone Calls

The best time to call me in my office is on the following day and time: **Monday from 4:00 p.m. to 5:00 p.m.** If you call me on these days and times and I am not able to answer the phone, I will be sure to call you back within 1 business day. However, if you call outside these days and times, I will do my best to get back to you within 3 business days.

Emails

I encourage you to email me at the email address above. I check my email daily and generally will get back to you within 2 business days, unless I am on vacation. When I go on vacation or am otherwise predisposed, I provide an auto-reply email stating my return date.

In-Person Visits

I have regular office hours **every Tuesday between 3:00 p.m. and 5:00 p.m. at the Pasco Municipal Courthouse**, in the office to your immediate left as you enter the building. I also have regular office hours **at my office address listed above, every Monday between 2:00 p.m. and 4:00 p.m.** If you would like to make an appointment in either timeframe, please call or email.

If you would like to arrange a special appointment time other than Tuesday, then please call or email me and I will do my best to schedule a special time to meet. However, it would be best to meet during my regular office hours.

How to Provide Evidence to Me on the Case (Example: Witness Lists, Video, Pictures)

If you want to provide me evidence on your case, you can use the following methods:

1. Provide it to me in court at your pre-trial hearing or at a scheduled meeting.
2. If possible, scan and email me the evidence.
3. Place it into a sealed envelope addressed to me and leave it in the dropbox outside my office at the address above.

Procedures for an Emergency Preventing You from Attending Court

If you have an emergency and cannot make it to court, please email me ASAP with a detailed description of the emergency and any documents to support your emergency, such as a doctor's note. I always check my emails just prior to court to see if I received any emergency notices from clients, so I can make the proper request for a continuance. Please note that it will be entirely up to the Judge to decide whether to continue the case or issue a warrant for your arrest for missing court. Thank you for your cooperation. I look forward to representing you on your case.

Sincerely,

Eric J. Scott