



Rodriguez Interiano Hanson and Rodgers PLLC

Norma Rodriguez, Attorney
Mario Interiano, Attorney
Dennis Hanson, Attorney
Scott Rodgers, Attorney

Dear Client:

You are receiving this letter because I have been appointed by the Pasco Municipal Court to represent you in your criminal case. The purpose of this letter is to inform you of the best ways to communicate with me so I can effectively represent you. My office is open Monday through Friday from 8 am to 5 pm. You can contact me anytime during those office hours by calling (509) 783-5551. The best time to call me in my office is on the following days and times:

Wednesday from 2:00 pm to 4:00 pm
Thursday from 8:00 am to 10:00 am

I have reserved the above times in my schedule solely for meeting with clients. If you would like to make an appointment to discuss your case, please call to set up an appointment with the receptionist. If you would like to arrange a special appointment outside the above dates and times, I will do my best to accommodate your specific scheduling needs. However, it would be best to meet on the days and times listed above. If you require a translator, please let us know.

If you call me and I am not able to answer the phone, I will do my best to call you back within 2 business days. I encourage you to email me any questions or concerns you have about your case. My email address is srife@rihr-law.com. I check email daily and generally will get back to you within 2 business days.

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

1. Wait and give it to me in court at your pre-trial hearing;
2. Provide it to me during a scheduled meeting;
3. Put it in a sealed envelope addressed to me and give it to my receptionist; or
4. Scan and email me the evidence.

If you have an emergency and cannot make it to court, contact me *as soon as possible* with a detailed description of the emergency and any documents to support your emergency. I always check my emails just prior to court to see if I received any emergency notices from clients. Please note that if you miss your court date because of an emergency, and you contact me, I will make a request for a continuance, but, it will be entirely up to the Judge to decide whether to continue your 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,
Summer M. Rife