



P.O. Box 1699 Richland, WA 99352
Ph: 509-392-3271

Hello! My name is Yatziri Natali Magaña. 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 we can best work together to resolve your matter.

Phone Calls

The best time to call me in my office is on the following days and times: **Tuesday and Thursday from 12:00-3:00pm**. If you call me on these days and times and I am not available to speak please leave a message with my assistant and I will call you back within 2-3 business days. If we do not answer, please leave a detailed voice message and we will call back within the same time frame.

Emails

I encourage you to email me at natali@maganalegal.com. I check that email Monday through Thursday and I will get back to you within 2 business days. I will contact you via email or phone call depending on the need. Note: if you email on a Friday, I will likely not see your message until Monday.

In-Person Visits

I do my best to keep all my meetings either telephonically or via video conference. Should you need to meet in person please email or call us and we can arrange an in-person meeting, if needed. Our meetings can either be conducted in the Pasco Municipal Court house or in my office in Richland. We will set the location upon scheduling the meeting. Note: our default meeting method is remote, the in person meetings are reserved for special circumstances like dropping off documents, or signing documents.

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

1. Scan and email the evidence to admin@maganalegal.com and info@maganalegal.com
2. Provide it to me in court at your pre-trial hearing or at a scheduled meeting.
3. Mail it to my PO Box at: PO BOX 1699 Richland, WA 99352

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. 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.

Thank you for your cooperation. I look forward to representing you in your case.

Yatziri Natali Magaña, Esq.
Magaña Law, PLLC