

Initial-Client-Contact Letter

The Your Name Here Law Firm, P.L.L.C.

Date

Street Address

City, State, Zip Code

Dear *[Recipient]*:

My name is *[attorney's name]*, and I have been appointed as your attorney in a juvenile abuse, neglect, and dependency case that has been filed by the *[county name]* County Department of Social Services. The case is regarding *[name(s) of client's child(ren)]*. It is my job to determine what you want to have happen in the case and to represent you in court. Your case is scheduled for *[time of hearing]* on *[date of hearing]* at the *[courthouse name]*, located at *[courthouse address]*.

Serious allegations have been made about you and your family. The court will make decisions about who has custody of your child and where your child will live. Your own ability to live with your child or to see your child may be affected. Your rights as a parent may be at risk. The court may order you to complete certain tasks. The outcome of this case could affect your ability to work in certain jobs.

You have a right to contest this case. It is very important that you and I speak as soon as possible so that we can discuss this case and so that I can advise you on your rights and what steps to take next. Please call me or come by my office at the number and address below to make an appointment as soon as possible. My office is open on *[dates]*, between *[times]*.

Sincerely

[your name]