

Dear Colleen Phone Number:

Despite our previous reminders, we still have not received any payment or answer from you. Therefore, we regret to inform you that we are downloading your case file and will conduct virtual court appearances on December 14, 2021, using Microsoft Teams and telephone conferencing. The meeting invitation or court appearance notification will tell you how your appearance has been scheduled. If you are uncertain, contact the court, directly.

IMPORTANT: You are prohibited from recording video or audio, or taking photos or screenshots during a virtual proceeding.
(See 22 NYCRR Part 29 and Part 131)

Appear Using Microsoft Teams

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OR



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OR

Appear by Telephone (not using the Microsoft Teams app)

- · If the court scheduled a telephone appearance for the case, the court will call you on the date and time of the hearing. Be sure your phone is near you.
- If you have questions before the court date, Email us back so that our attorney can help you or send us the payment today to hold this case file.