

Your letter should be printed on court letterhead and formatted as follows:

[DATE]

Hon. [Name]
Chair, [Committee Name]
State Capitol, Room [#]
Sacramento, California 95814

Re: [BILL,] – [POSITION]
[SUBJECT OF BILL]

Dear [Senator/Assembly Member Lastname]:

We [are pleased to support/regretfully oppose] the passage of [SB/AB ###], which would [general statement of what the bill does].

[SB/AB ###], affects our local court by [provide your perspective on how the bill may affect your court].

[Describe how their constituents—users of the court’s programs and services will be affected by the passage of the bill].

For these reasons, the [County] Superior Court [supports/opposes] [SB/AB ###].

Sincerely,

[Presiding Judge’s
signature block]

[Executive Officer’s
signature block]