

Date: \_\_\_\_\_

Pamela Borges-Hawes, Paralegal  
PBH Paralegal Services  
PO Box 5121  
New Bedford, MA 02742

Re: Commonwealth

Vs: \_\_\_\_\_  
\_\_\_\_\_ District Court

No: \_\_\_\_\_

Dear Ms. Borges-Hawes:

Pursuant to our discussion, enclosed herewith please find a tape of the proceedings in the \_\_\_\_\_ District Court on \_\_\_\_\_. I am also enclosing herewith a copy of the Notice of Assignment of Counsel and your informational sheet.

Would you kindly transcribe the tape and forward the transcript to my office at your earliest convenience. Should you have any questions or concerns, please do not hesitate to contact me.

Very truly yours,

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