



Sample Outreach via E-mail, Text or Phone Call:

Dear Client,

My name is_____, and I am a volunteer attorney working with the Access Project and Legal Services of Northern California. Legal Services probably let you know that I would be getting in touch to help you write your personal statement/declaration for your expungement petitions.

The declaration is the evidence the court will use to determine if it will grant your petition and expunge your record.

I would like to set up a time to talk to you and help you write this declaration so that we can complete your petition. Would you happen to be available to speak any of the following dates and times? _____? Or, if the weekend is preferable, I can talk on _____ between _____. I anticipate we will need to talk for about 30-45 minutes.

Please let me know if you have internet access and can use a free video-chat app such as zoom, or if you would prefer to talk by phone. I look forward to speaking with you!

Sincerely,

John Doe
Law Firm
Address
Phone Number