

Demand Letter To Counsel

_____ - CMN _____

(Counsel's Address)

Re: _____
_____ (Name of Case)

Dear _____:

On _____, judgment was entered in this case against your client, _____, and in favor of the United States, in the amount of \$ _____, plus statutory interest. A copy of the judgment is enclosed for your reference.

This letter is to demand prompt payment of the judgment. Please have your client make payment of \$ _____, within 21 days of this date. Payment can be made using any of the following methods:

- A cashier's or certified check or money order made payable to the "United States Treasury" and bearing your client's [social security number] [identification number]. If sending the check by Federal Express or delivery method other than the US Postal Service, send the payment to
[Trial Attorney]
555 4th Street, NW
Room # _____
Washington DC 20001
- Credit card, through completing and submitting the form that is attached to this letter as Attachment 1. [Trial attorney to complete item 2, return address, and insert CMN# in "Collection Office Claim Number" space before sending.]
- Through an electronic funds transfer. The information necessary to accomplish the electronic transfer of funds is attached to this letter as Attachment 2. [Trial attorney to complete item 12 and "point of contact" before sending.]

In the event that your client intends to appeal the judgment, we call your attention to the provisions of Rule 62(d) of the Federal Rules of Civil Procedure.

[One or both of the following two paragraphs may be included]

If your client does not pay in full the judgment in the time provided above, respond to the enclosed interrogatories and document requests on or before their due date. Rule 69 of the Federal Rules of Civil Procedure provides for post-judgment discovery, and responses to these requests can be compelled by the court just as responses in pre-judgment discovery can be compelled.

In the event that your client claims an inability to pay the judgment in full at this time, please have your client complete, and return to this office within 21 days of this date, Form 433-A, Collection Information Statement and a copy of your client's income tax returns for the last five years. A copy of Form 433-A is enclosed for your convenience along with the Department of Justice Privacy Act of 1974 Compliance Information (Form PAS-1). An electronic version of Form 433-A is located at <http://www.irs.gov/pub/irs-pdf/f433a.pdf>. I will contact you after I have reviewed this information.

If you need additional information or should you have any questions concerning this matter, do not hesitate to contact me at (202) ____ - _____. Thank you for your cooperation.

Sincerely yours,

[trial attorney]

Trial Attorney

Civil Trial Section, _____ Region

Enclosures

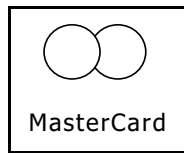


ATTACHMENT 1

U.S. Department of Justice

YOUR OBLIGATIONS TO THE UNITED STATES ATTORNEY'S OFFICE, PRIVATE COUNSEL'S OFFICE OR LEGAL DIVISION MAY BE SETTLED WITH YOUR VISA, MASTERCARD, DINERS CLUB, AMERICAN EXPRESS OR DISCOVER CARD

INSTRUCTIONS: 1. Completely fill out all blanks to ensure proper processing of this credit card. 2. Mail completed form to:	Accounting Use Only
	Authorization number
	Authorization date
	Reference Number (Not used)



My Bank Card Number is:

Expiration Date:

Payment Amount:

\$

Collection Office Claim Number:

Name of Payee _____
(Print)

Cardholder's Name _____
(Print)

Address _____

City _____ State _____ Zip Code _____

Cardholder acknowledges that the United States Attorney, Private Counsel or Legal Division will apply the payment amount shown above to the debt(s) represented by the referenced Collection Office Claim number. Cardholder agrees to perform the obligations set forth in the cardholder's agreement with issuer.

Authorized Cardholder's Signature

Date

ATTACHMENT 2

FEDWIRE ELECTRONIC FUNDS TRANSFER to the UNITED STATES DEPARTMENT OF JUSTICE

In order to transfer funds electronically to the Federal Reserve (Treasury Department, New York City) for credit in a Department of Justice action, the following information must be provided to the bank from which the funds are to be transferred. This will enable the sending bank to complete those fields with the beneficiary bank for proper crediting of the electronic funds transfer.

ITEM	DESCRIPTION	CODING
2	Receiving Bank ABA Code	021030004
3	Message Type Code	1000
7	Wire Amount	\$ <i>[amount demanded in letter]</i>
9 10 11	Receiving Beneficiary Bank; Name & Account No.	TREAS NYC/CTR/ BNF = DEPT OF JUSTICE/ AC-15030001
12	Required Beneficiary Information: * Collection Office Identifier * Debtor Name * Collection Office Claim #	Tax Division <i>[taxpayer name]</i> <i>[case management number]</i>

The completed form should be presented to the bank from which the funds are to be transferred to ensure that the electronic transfer of funds is accomplished and properly credited to the U.S. Department of Justice / Debt Accounting Operations Group.

AUTHORITY: The above information requirements are in accordance with the U.S. Treasury Department "Treasury Requirements Manual / Part 6 - Chapter 8000" ; Appendix E of the "Federal Reserve Bank Funds Transfer Systems Manual"; and, 31 CFR Part 206 (Federal Register - Vol. 59, No. 20).

Questions regarding this FedWire EFT should be directed to:

POINT OF CONTACT: *[Assigned Attorney's name - or paralegal]*
TELEPHONE NUMBER: *[Assigned Attorney telephone]*