

Attorney Notices

1. When a case gets scheduled for evaluation, all the attorneys related to the case would receive an email notification with a PDF document labeled “**Notice**”, detailing,
 - a. Case Number
 - b. Your bar number
 - c. Date Emailed
 - d. Attorney For
 - e. Hearing Date/Time
 - f. Reporting Instructions
 - g. Requested Document
2. Please follow the instructions in the “email” and the attached “Notice”.
3. If there are any orders or summaries or any documents required by the case, you can now upload them directly to the MTA system.

Example Email:

<Date>

<First Name><Last Name>

<Address>

Dear <First Name, Last Name>:

You are acting as **Defense** attorney for a case which is scheduled for **Wednesday, October 19, 2016 at 10:00 AM**.

Please see the attached attorney notice for more information.

Sample Notice: Please find the “Sample Notice document” for your reference.

Thank you.



Mediation Tribunal Association