

Texas Rural Legal Aid, Inc.

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Austin, Texas 78704
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TOLL FREE 1-800-369-9270

October 10, 2003

Ms. Debbie _____
Payroll, Matoka
104 Shady Lane
Austin, TX 78702

Dear Ms. _____:

Enclosed please find the subpoena requesting your appearance and production of the completed and enclosed Employer's Affidavit and Employer's Statement and to provide any further documentation regarding payment of employee, _____. The further documentation should be copies of records that are kept in the normal course of business. The information provided should include payments made in cash and check. These statements will be used in child support proceedings in the Travis County Court in which Mr. _____ is a party.

Your cooperation in completing the enclosed forms would be much appreciated. If all the requested information is received, no one from your office need appear at a future hearing. When the documents are received, you may call my office and a runner or secretary from our office can pick them up and notarize them if you do not have a notary present. No one from your office need appear if the documents are received prior to October 20, 2004.

If you have any questions, please contact me at _____. Thank you for your cooperation.

Sincerely,

Staff Attorney

Encl.

cc: Ms. _____

