

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Opposing Counsel Name or Clerk of Court]
[Name of Firm or Court]
[Address Line 1]
[City, State, Zip Code]

RE: Designation of Primary Attorney and Defense Team

Case Name: [Case Name]

Case Number: [Case/Docket Number]

To [Recipient Name],

Please be advised that the following individuals have been designated as the primary legal defense team representing [Defendant Name] in the above-referenced matter.

Primary Lead Counsel:

Name: [Attorney Name]

Bar Number: [Number]

Email: [Email Address]

Co-Counsel/Associate Attorneys:

1. [Attorney Name] - [Email Address]

2. [Attorney Name] - [Email Address]

Legal Support Staff:

1. [Paralegal Name] - [Email Address]

2. [Legal Assistant Name] - [Email Address]

Henceforth, please direct all formal pleadings, correspondence, and discovery requests to the Primary Lead Counsel. We also request that all electronic service notifications include the designated support staff listed above.

Should there be any changes to this defense team, our office will provide a formal update immediately.

Sincerely,

[Signature]

[Typed Name]
[Title]