

[Sender Name]
[Sender Title/Department]
[Court Name]
[Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Court Docket Assignment

Case Name: [Case Name/Style]

Case Number: [Case Number]

Dear [Recipient Name],

This letter is to inform you of the formal docket assignment regarding the aforementioned case. Please be advised of the following details:

- **Assigned Judge:** [Judge Name]
- **Courtroom/Division:** [Courtroom Number/Division Name]
- **Docket Date:** [Date]
- **Docket Time:** [Time]
- **Hearing Type:** [Hearing Type, e.g., Arraignment, Status Conference, Trial]

All future filings and correspondence regarding this matter must include the case number and be directed to the assigned division listed above. Failure to appear at the scheduled time may result in legal consequences or the dismissal of the case.

If you have any questions or require further clarification, please contact the Clerk of Court at [Phone Number].

Sincerely,

[Signature]
[Typed Name]
[Title]