



CONTINUING EDUCATION OF THE BAR ■ CALIFORNIA

**California Client Communications Manual:
Sample Letters and Forms**

First Edition

March 2023 Update

Filing Instructions

This packet contains replacement pages to be interleaved in the main text, including a complete replacement of chapters 2, 3, 5, and 6, and the “Tables” and “Index” sections at the end of the book. For a complete list of all pages that should be in your binder after inserting the revised pages, see the accompanying Page List.

Remove old pages

Insert new pages

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same

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same

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2. Letters Declining Representation (tab)

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same

**Attorney-drafted forms are available for this title.
Please visit ceb.com or
call 1-800-232-3444 for details.**

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9. Fee Collection Letters (tab) 9-1—9-12 9-21—9-22 9-23—9-24 9-29—9-32	same same same same
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