

STATE OF NORTH CAROLINA )  
COUNTY OF HOKE )  
 )  
JAZMINE WRIGHT and ERICA THOMAS, )  
 )  
Plaintiffs, )  
 )  
v. )  
 )  
PALMER GREEN/DUGGINS, LLC; )  
PALMER GREEN ASSOCIATES LIMITED )  
PARTNERSHIP; PALMER GREEN II )  
ASSOCIATES LIMITED PARTNERSHIP; )  
PALMER GREEN II/DUGGINS, LLC et al. )  
 )  
Defendants.

IN THE GENERAL COURT OF JUSTICE  
SUPERIOR COURT DIVISION  
CASE NO.: 20-cvs-487

---

SUPERIOR COURT OF HOKE COUNTY, NORTH CAROLINA

**If you resided in any of the properties in North Carolina owned and/or managed by PALMER GREEN/DUGGINS, LLC, PALMER GREEN ASSOCIATES LIMITED PARTNERSHIP, PALMER GREEN II ASSOCIATES LIMITED PARTNERSHIP, PALMER GREEN II/DUGGINS, LLC, UNITED MANAGEMENT II, INC., UNITED MANAGEMENT III, INC., UNITED MANAGEMENT, INC., AND/OR DUGGINS SMITH, LLC, you may be entitled to benefits from a class action Settlement.**

*A North Carolina State Court authorized this Notice. This is not a solicitation from a lawyer.*

- This Notice informs you of a proposed settlement in a class action lawsuit filed by Jazmine Wright and Erica Thomas (“Plaintiffs”) against Palmer Green/Duggins, LLC, Palmer Green Associates Limited Partnership, Palmer Green II Associates Limited Partnership, Palmer Green II/Duggins, LLC, United Management II, Inc., United Management III, Inc., United Management, Inc., and Duggins Smith, LLC (collectively “Defendants”). Plaintiffs alleged that Defendants unlawfully charged and threatened certain fees when filing summary ejection/eviction actions against their tenants at the apartment complexes of varying names that Defendants own, owned, manage, or managed in North Carolina. The Settlement resolves the lawsuit. Defendants deny they did anything wrong or unlawful, including any liability to Plaintiffs and to the members of the Settlement Classes.
- If you are included in the Settlement, you may qualify to receive compensation. The amount of compensation is dependent on whether you are a member of the Collection Letter Class or Eviction Fee Class.
  - **Collection Letter Class Members:** If you are a natural person who (a) at any point between August 5, 2016, and June 25, 2018, (b) resided in any of the properties in North Carolina owned and/or managed by Defendants and (c) received a Collection Letter, then you are a member of the Collection Letter Class.
  - **Eviction Fee Class Members:** If you a natural person who (a) at any point between August 5, 2016, and June 25, 2018, (b) resided in any of the properties in North Carolina owned and/or managed by Defendants and (c) were charged and (d) paid Eviction Fees, then you are a member of the Eviction Fee Class.
  - See Question 5 for a detailed explanation of the Classes.
- **Please see the chart on the next page which provides a quick reference guide to the deadlines and obligations of Class Members for each Class described above.**
- **If you are a member of the Class, your legal rights are affected whether you act or do not act. Read this Notice carefully.**

## YOUR LEGAL RIGHTS AND OPTIONS IN THIS SETTLEMENT

<b>COLLECTION LETTER CLASS</b>	
<b>SUBMIT A CLAIM FORM BY MAY 31, 2022</b>	If you wish to receive benefits from the Settlement, you must submit a valid and timely Claim Form.
<b>EXCLUDE YOURSELF BY MAY 20, 2022</b>	You will receive no payment from the Settlement. This is the only option that allows you to ever be a part of any other lawsuit against the Defendants about the legal claims in this case.
<b>OBJECT BY MAY 20, 2022</b>	Write to the Court about why you think the Settlement is unfair, inadequate, or unreasonable.
<b>GO TO A HEARING ON JUNE 6, 2022 AT 10 A.M. ET</b>	Ask to speak in Court about the fairness of the Settlement.
<b>FILE A NOTICE OF INTENT TO APPEAR BY MAY 20, 2022</b>	Your Notice of Intent to appear in court at the Hearing must be filed with the Court and served on Class Counsel and Defendants' Counsel no later than this date.
<b>DO NOTHING</b>	Get no payment. Give up rights to ever sue the Defendants about the legal claims in this case.
<b>EVICITION FEE CLASS</b>	
<b>DO NOTHING</b>	You will remain a member of the Eviction Fee Class and will automatically receive a Settlement Benefit. Members of this Class do not need to file a Claim unless they are also members of the Collection Letter Class.
<b>EXCLUDE YOURSELF BY MAY 20, 2022</b>	You will receive no payment from the Settlement. This is the only option that allows you to ever be a part of any other lawsuit against the Defendants about the legal claims in this case.
<b>OBJECT BY MAY 20, 2022</b>	Write to the Court about why you think the Settlement is unfair, inadequate, or unreasonable.
<b>GO TO A HEARING ON JUNE 6, 2022 AT 10 A.M. ET</b>	Ask to speak in Court about the fairness of the Settlement.
<b>FILE A NOTICE OF INTENT TO APPEAR BY MAY 20, 2022</b>	Your Notice of Intent to Appear in Court at the Hearing must be filed with the Court and served on Class Counsel and Defendants' Counsel no later than this date.

- These rights and options—**and the deadlines to exercise them**—are explained in this Notice. The deadlines may be moved, canceled, or otherwise modified, so please check the Settlement Website, [www.wrightsettlement.com](http://www.wrightsettlement.com), regularly for updates and further details.
- The Court in charge of this case still has to decide whether to approve the Settlement. Payments will be made if the Court approves the Settlement and after any appeals are resolved. Please be patient.

## WHAT THIS NOTICE CONTAINS:

### **BASIC INFORMATION**

1. Why is there a Notice?..... 1
2. What is this lawsuit about?..... 1
3. Why is this a class action?..... 1
4. Why is there a Settlement? ..... 1

### **WHO IS IN THE SETTLEMENT?**

5. How do I know if I am in the Settlement?..... 1
6. What if I am still not sure if I am included in the Settlement?..... 1

### **SETTLEMENT BENEFITS**

7. What does the Settlement provide?..... 2
8. What can I get from the Settlement?..... 2
9. What am I giving up to stay in the Class?..... 2

### **HOW TO GET A PAYMENT**

10. How can I get a payment?..... 2
11. When will I get my payment?..... 2

### **EXCLUDING YOURSELF FROM THE SETTLEMENT**

12. How do I get out of the Settlement?..... 2
13. If I do not exclude myself, can I sue the Defendants for the same thing later?..... 2
14. If I exclude myself, can I still get a payment?..... 2

### **OBJECTING TO THE SETTLEMENT**

15. How can I tell the Court if I do not like the Settlement?..... 2
16. What is the difference between objecting and excluding?..... 2

### **THE LAWYERS REPRESENTING YOU**

17. Do I have a lawyer in this case?..... 2
18. How will the lawyers be paid?..... 2

### **THE COURT'S FAIRNESS HEARING**

19. When and where will the Court decide whether to approve the Settlement?..... 2
20. Do I have to come to the Hearing?..... 2
21. May I speak at the Hearing?..... 2

### **IF YOU DO NOTHING**

22. What happens if I do nothing at all?..... 2

### **GETTING MORE INFORMATION**

23. How do I get more information?..... 2

## BASIC INFORMATION

1. **Why is there a notice?**

You have a right to know about a proposed Settlement of a class action lawsuit, and about your options, before the Court decides whether to approve the Settlement.

This case was filed in the North Carolina Hoke County Superior Court and the case is called *Jazmine Wright and Erica Thomas v. Palmer Green/Duggins, LLC et al.*, Case No. 20-CVS-487 (Hoke County, NC). The individuals who sued are called the Representative Plaintiffs, and the companies being sued are called the Defendants.

2. **What is this lawsuit about?**

The lawsuit alleges that the Defendants unlawfully charged complaint filing fees, sheriff service fees, and attorneys' fees ("Eviction Fees") when filing summary ejectment/eviction actions against their tenants. Plaintiffs also alleged that Defendants unlawfully threatened to charge Eviction Fees through written correspondence sent on or around the 6th of the month to all tenants who had not made a complete rental payment (the "Initial Collection Letter").

The Defendants deny these claims, contend that they have numerous defenses to the action, and deny that class certification is required or appropriate.

3. **Why is this a class action?**

In a class action, one or more people, called "Representative Plaintiffs," sue on behalf of people who have similar claims. All these people are in a "class" or "settlement class members," except for those who exclude themselves from the Class.

4. **Why is there a Settlement?**

The Defendants deny that they did anything wrong. Both sides want to avoid the cost of further litigation. The Court has not decided in favor of the Representative Plaintiffs or the Defendants. The Representative Plaintiffs and their attorneys think the Settlement is best for everyone who is affected. The Settlement provides the opportunity for Settlement Class Members to receive Settlement benefits.

## WHO IS IN THE SETTLEMENT?

5. **How do I know if I am in the Settlement?**

There are two types of Class Members in this Action:

***A) Collection Letter Class Members***

You are a Collection Letter Class Member if you are a natural person who at any point between August 5, 2016, and June 25, 2018, resided in any of the properties in North Carolina owned and/or managed by Defendants, and you received a letter that you would either be charged with Eviction Fees upon the filing of a summary ejectment action or that you owe Eviction Fees.

***B) Eviction Fee Class Members***

You are an Eviction Fee Class Member if you are a natural person who at any point between August 5, 2016, and June 25, 2018, resided in any of the properties in North Carolina owned and/or managed by Defendants, and you were charged and paid Eviction Fees.

**Eviction Fee Class Members are also Collection Letter Class Members as they meet the requirements of both Classes.**

Excluded from the Settlement Classes are (1) employees, directors, officers, and agents of Defendants; (2) persons who exclude themselves from the Settlement Classes as provided in this Notice; (3) anyone who has previously executed a written release that related to the collecting or threatening to collect Eviction Fees; and (4) the Court, the Court's immediate family, and Court staff.

**6. What if I am still not sure if I am included in the Settlement?**

If you are not sure whether you are a Settlement Class Member, or have any other questions about the Settlement Agreement, you should visit the Settlement Website or call the toll-free number, 1-833-620-3613.

## SETTLEMENT BENEFITS

**7. What does the Settlement provide?**

The Settlement provides Monetary Relief which means \$615,000.00 in cash. The Monetary Relief shall be used to pay all costs associated with the Settlement, including but not limited to (a) the costs of notice and administration of the Settlement, including for a Settlement Notice and Claims Administrator to process claims, objections, and opt-out requests; (b) the payment of valid approved claims; (c) attorneys' fee awards (if any); (d) attorneys' costs (actually incurred litigation expenses and other hard costs apart from fees); (e) service award (if any) to the Representative Plaintiffs; and (f) any other expenses.

**8. What can I get from the Settlement?**

If you are a member of the *Collection Letter Class*, you must submit a valid and timely Claim Form either online [www.wrightsettlement.com](http://www.wrightsettlement.com) or print it off and mail it to the address below by **May 31, 2022**. If you submit such a Claim Form, you are eligible to receive up to \$25.00 if you certify under penalty of perjury that you received a Collection Letter threatening that Defendants would assess additional fees if you did not pay your full rent by a certain date and provide the month and the year when the Letter was received. You may be eligible to receive up to \$75.00 if you certify under penalty of perjury that you received more than one Collection Letter and provide the month and the year when those Letters were received. To qualify for the maximum award amount, you must provide specific information and the months and the years of at least three of the Collection Letters you received.

**If you submit a valid and timely Claim Form, the amount you actually receive may be significantly different depending on how many valid claims are ultimately submitted by other Class Members.** The available Cash Fund will be distributed on a proportional basis once the Settlement becomes final. The Collection Letter Class has been allotted \$50,000.00 of the Cash Fund. The exact amount of compensation will be determined after administrative expenses, service award, and attorneys' fees and costs are deducted.

***You must submit a valid Claim Form to obtain Collection Letter benefits.***

If you are a member of the *Eviction Fee Class*, you do NOT need to file a claim to obtain Eviction Fee benefits. Defendants' records demonstrate how many instances in which you were charged and paid Eviction Fees to Defendants during the Relevant Time Period. Accordingly, each Eviction Fee Class Member may receive compensation of approximately \$330.00, subject to pro rata increase Collection Letter Class Member participation.

If you are a member of the *Eviction Fee Class*, you are also a member of the *Collection Letter Class*. Therefore, you must submit a Claim Form if you want to obtain Collection Letter Class benefits in addition to Eviction Fee Class benefits for which you are eligible automatically as explained above.

The available Cash Fund will be distributed on a proportional basis once the Settlement becomes final. The Eviction Fee Class has been allotted the remainder of the Cash Fund and any unclaimed funds allotted to the Collection Letter Class. The exact amount of compensation will be determined after administrative expenses, service award, and attorneys' fees and costs are deducted, and awards may be subject to a pro rata reduction if oversubscribed.

***You do not need to submit a Claim Form to obtain Eviction Fee Class cash benefits.***

**9. What am I giving up to stay in the Class?**

Unless you exclude yourself from the Settlement, you cannot sue the Released Persons, continue to sue, or be part of any other lawsuit against the Released Persons about the claims released in this Settlement. It also means that all of the decisions by the Court will bind you. The Released Claims and Released Persons are defined in the Settlement Agreement and describe the legal claims that you give up if you stay in the Settlement Class. The Settlement Agreement is available at the Settlement Website, [www.wrightsettlement.com](http://www.wrightsettlement.com).

## HOW TO GET A PAYMENT

### 10. How can I get a payment?

**Eviction Fee Class Members** do not need to submit a claim to obtain Eviction Fee benefits. Defendants' records will be used to determine your eligibility to participate in the Settlement. **Eviction Fee Class Members** are also members of the **Collection Letter Class**. As an Eviction Fee Class Member, you must submit a Claim Form as explained below if you want to obtain Collection Letter Class benefits in addition to Eviction Fee Class benefits for which you are eligible automatically.

**Collection Letter Class Members** must complete and submit a timely Claim Form to be eligible to receive a payment. You can complete and submit your Claim Form online at the Settlement Website, [www.wrightsettlement.com](http://www.wrightsettlement.com). The Claim Form can be downloaded from the Settlement Website, as well. You can also request a Claim Form be sent to you by sending a written request to the Claims Administrator by mail or by email.

**MAIL:** *Wright v. Palmer Green/Duggins, LLC*  
c/o Kroll Settlement Administration  
PO Box 5324  
New York, NY 10150-5324

**EMAIL:** [info@wrightsettlement.com](mailto:info@wrightsettlement.com)

Please read the instructions carefully, fill out the Claim Form, and mail it postmarked no later than **May 31, 2022**, or submit your Claim Form online at the Settlement Website by **May 31, 2022**.

If you do not submit a valid Claim Form by the deadline, you will not receive a payment, and your claims will be extinguished.

### 11. When will I get my benefits?

Benefits will be made after the Court grants "final approval" to the Settlement and after all appeals are resolved. If the Court approves the Settlement, there may be appeals. It's always uncertain whether these appeals can be resolved and resolving them can take time.

## EXCLUDING YOURSELF FROM THE SETTLEMENT

If you don't want a payment from the Settlement, and you want to keep the right to sue or continue to sue the Released Persons on your own about the claims released in this Settlement, then you must take steps to get out. This is called excluding yourself—or it is sometimes referred to as "opting out" of the Settlement Class.

### 12. How do I get out of the Settlement? To exclude yourself, you must mail or email the Claims Administrator, including the following:

- a. A caption or title that identifies it as "Request for Exclusion in *Jazmine Wright v. Palmer Green/Duggins, LLC et al.*, Case No. 20-cvs-487".
- b. Your full name and address; and
- c. A statement that you wish to be excluded from the Settlement.

Your request for exclusion must be emailed or postmarked no later than **May 20, 2022** to the Claims Administrator at:

<b>CLAIMS ADMINISTRATOR</b>
Class Action Opt-Out <i>Wright v. Palmer Green/Duggins, LLC</i> Settlement c/o Kroll Settlement Administration PO Box 5324 New York, NY 10150-5324 Email: <a href="mailto:info@wrightsettlement.com">info@wrightsettlement.com</a>

No person or entity may opt-out on behalf of another Class Member.

If you don't include the required information or timely submit your request for exclusion, you will remain a Settlement Class Member and will not be able to sue the Released Persons about the claims in this lawsuit.

**13. If I don't exclude myself, can I sue the Defendants for the same thing later?**

No. Unless you exclude yourself, you give up any right to sue the Defendants and Released Persons for the claims that this Settlement resolves. If you have a pending lawsuit, speak to your lawyer in that lawsuit immediately. You must exclude yourself from this Settlement Class to continue your own lawsuit. If you properly exclude yourself from the Settlement Class, you shall not be bound by any orders or judgments entered in the Action relating to the Settlement Agreement.

**14. If I exclude myself, can I still get a payment?**

No. You will not get any money from the Settlement if you exclude yourself. If you exclude yourself from the Settlement, do not send in a Claim Form asking for benefits.

## **OBJECTING TO THE SETTLEMENT**

**15. How can I tell the Court if I do not like the Settlement?**

Any Class Member who does not timely and properly opt out of the Settlement may object to the fairness, reasonableness, or adequacy of the proposed Settlement under North Carolina Rule of Civil Procedure 23. Each Class Member who wishes to object to any term of this Agreement must do so, in writing, by filing a written objection with the Clerk of the Court and mailing it to Settlement Class Counsel and counsel for Defendants.

**The written objection must include:** (i) the objector's name, address, and telephone number; (ii) the name of this Action and the case number; (iii) a statement of each objection; (iv) proof of class membership, and (v) a written brief detailing the specific basis for each objection, including any legal and factual support the objector wishes to bring to the Court's attention and any evidence the objector wishes to introduce in support of the objection.

If the objection is made through an attorney, the written objection must also include: (1) the identity and number of the Settlement Class members represented by objector's counsel; (2) the number of such represented Settlement Class members who have opted out of the Settlement Class; and (3) the number of such represented Settlement Class members who have remained in the Settlement Class and have not objected. If the attorney intends to seek fees and expenses from anyone other than the objectors he or she represents, the attorney shall also file with the Court and serve upon Class Counsel and Defendants' Counsel not later than fourteen days before the Final Fairness Hearing or as the Court may otherwise direct a document containing the following: (1) the amount of fees sought by the attorney for representing the objector and the factual and legal justification for the fees being sought; (2) a statement regarding whether the fees being sought were calculated on the basis of a lodestar, contingency, or other method; (3) the number of hours already spent by the attorney and an estimate of the hours to be spent in the future; and (4) the attorney's hourly rate.

Objectors must also make themselves available for deposition by counsel for the Parties between the time the objection is filed and a date no later than five (5) days before the Final Fairness Hearing, and the objection must include the dates when the objector is available for deposition.

Any Settlement Class member who files and serves a written objection satisfying the requirements of this section may appear at the Fairness Hearing, either in person or through personal counsel hired at the Settlement Class member's expense, to object to any aspect of the fairness, reasonableness, or adequacy of the Settlement. Class members, or their attorneys, intending to make an appearance at the Final Fairness Hearing must deliver to Class Counsel and Defendants' Counsel and have file-marked by the Court, no later than thirty days before the Final Fairness Hearing or as the Court otherwise may direct, a Notice of Intent to Appear. The Notice of Intent to Appear must: (1) state how much time the Settlement Class member anticipates needing to present the objection; (2) identify, by name, address, and telephone number all witnesses the Settlement Class member proposes to have testify; (3) summarize in detail the anticipated testimony of all such witnesses; (4) identify all exhibits the Settlement Class member intends to offer in support of the objection; and (5) attach complete copies of all such exhibits.

Your objection, along with any supporting material you wish to submit, must be filed with the Court, with a copy delivered to Class Counsel, Defendants' Counsel and Claims Administrator no later than, **May 20, 2022**, at the following addresses:

CLASS COUNSEL	DEFENDANTS' COUNSEL	COURT	CLAIMS ADMINISTRATOR
Scott Harris, Esq. Patrick Wallace, Esq. <b>Milberg Coleman Bryson Phillips Grossman, PLLC</b> 900 W. Morgan Street Raleigh, North Carolina 27603  Edward H. Maginnis Karl S. Gwaltney <b>Maginnis Howard</b> 7706 Six Forks Rd., Ste. 101 Raleigh, North Carolina 27615	Richard W. Andrews Jeffrey S. Southerland <b>Tuggle Duggins P.A.</b> PO Box 2888 Greensboro, NC 27420	North Carolina Hoke County Superior Court 304 N. Main Street Raeford, NC 28376	<i>Wright v. Palmer Green/Duggins, LLC et al.</i> c/o Kroll Settlement Administration PO Box 5324 New York, NY 10150-5324

**16. What is the difference between objecting and excluding?**

Objecting is simply telling the Court that you don't like something about the Settlement. You can object to the Settlement only if you do not exclude yourself from the Settlement. Excluding yourself from the Settlement is telling the Court that you don't want to be part of the Settlement. If you exclude yourself from the Settlement, you have no basis to object to the Settlement because it no longer affects you.

**THE LAWYERS REPRESENTING YOU**

**17. Do I have a lawyer in this case?**

Yes. The Court has appointed "Class Counsel" as designated in Question 15 of this Notice to represent the Settlement Classes.

You will not be charged for these lawyers. If you want to be represented by your own lawyer, you may hire one at your own expense.

**18. How will the lawyers be paid?**

Class Counsel intends to file a motion on or before **June 3, 2022** seeking an award up to a third (1/3) of the Monetary Relief in fees and approximately \$5,000.00 in out of pocket expenses, as well as a service award in the amount of \$5,000 for the Representative Plaintiffs, to be drawn from the Cash Fund. The Court will determine the amount of fees and expenses, and service award.

**THE COURT'S FAIRNESS HEARING**

**19. When and where will the Court decide whether to approve the Settlement?**

The Court will hold a Fairness Hearing on **June 6, 2022 at 10 A.M. ET**, at the Hoke County Courthouse before an Honorable North Carolina Superior Court Judge, second floor, located at 304 N. Main St., Raeford, North Carolina 28376.

At the Fairness Hearing, the Court will consider whether the Settlement is fair, reasonable, and adequate. The Court will also consider how much to pay Class Counsel and the Representative Plaintiffs. If there are objections, the Court will consider them at this time. After the hearing, the Court will decide whether to approve the Settlement. We do not know how long these decisions will take.

**20. Do I have to come to the hearing?**

No. Class Counsel will answer any questions that the Court may have, but you may come at your own expense. If you submit an objection, you don't have to come to Court to talk about it. As long as you filed and mailed your written objection on time to the proper addresses, the Court will consider it. You may also pay your own lawyer to attend, but it's not necessary.

**21. May I speak at the hearing?**

Yes. You may ask the Court for permission to speak at the Fairness Hearing. To do so, you must send a letter saying that it is your “Notice of Intent to Appear.” Your request must be filed with the Clerk of the Court and served on Class Counsel and Defendants’ Counsel no later than **May 20, 2022**.

Any such request must state the name, address, and telephone number of the Class Member, as well as the name, address, and telephone number of the person that shall appear on his or her behalf. Any request for appearance that fails to satisfy these requirements, or that has otherwise not been properly or timely submitted, shall be deemed ineffective and a waiver of such Class Member’s rights to appear and to comment on the Settlement at the Fairness Hearing. Only the Parties, Settlement Class Members, or their counsel may request to appear and be heard at the Fairness Hearing. Persons or entities that opt out may not request to appear and be heard at the Fairness Hearing.

**IF YOU DO NOTHING**

**22. What happens if I do nothing at all?**

If you are a *Collection Letter Class Member* and do nothing, you will not get a payment from the Settlement. Unless you exclude yourself, you won’t be able to start a lawsuit, continue with a lawsuit, or be part of any other lawsuit against the Released Persons about the legal issues in this case, ever again.

If you are an *Eviction Fee Class Member* and do nothing, you will receive a payment as described above. You won’t be able to start a lawsuit, continue with a lawsuit, or be part of any other lawsuit against the Released Persons about the legal issues in this case, ever again.

**GETTING MORE INFORMATION**

**23. How do I get more information?**

This Notice summarizes the proposed Settlement. More details are in the Settlement Agreement, available at the Settlement Website. If you have additional questions or want to request a Claim Form, you can visit the Settlement Website or contact the Settlement Notice & Claims Administrator:

**MAIL:** *Wright v. Palmer Green/Duggins, LLC et al.*  
c/o Kroll Settlement Administration  
PO Box 5324  
New York, NY 10150-5324

**EMAIL:** [info@wrightsettlement.com](mailto:info@wrightsettlement.com)

**TOLL-FREE:** 1-833-620-3613

Updates will be posted at the Settlement Website, [www.wrightsettlement.com](http://www.wrightsettlement.com), as information about the Settlement process becomes available.

**PLEASE DO NOT CONTACT THE COURT OR THE CLERK’S OFFICE  
CONCERNING THIS CASE.**