



2 Sample Email Referrals to DefenseMap.com

Counsel can make automatic referrals to [DefenseMap.com](https://www.DefenseMap.com) from the “Refer a client to Defense Map” link on their Attorney Accounts. (The automatic referral from the website sends this [Email to the client.](#))

But attorneys can also compose their own referrals. Below are two drafts attorneys can adapt as they wish.

Note that one key option is whether to have clients complete, leave blank, or use their own judgment on completing the questions in Section 2 about the facts of the case.

A. Sample email referral in a case where counsel and client have already met.

Dear Kenneth,

Thanks for our initial meeting about your case. I appreciated meeting you and having the chance to hear what you shared.

As I mentioned, I’m asking you to use the confidential [DefenseMap.com](https://www.DefenseMap.com) website to give both you and me as full a picture as possible of your circumstances. I want to do the best job possible for you, and use of this confidential website can be an important part of that effort. Many clients even find their Defense Map an interesting review of their life circumstances.

Please get started soon. A good job on the website can take a few hours. You can log off and back on as many times as you like to do a careful job.

The website is easy to use, but if you have any technical problems, please use the “Helpline” link on any of its pages. When you are finished, you’ll be taken to the Conclusion page where you will see a link called, “Put your Defense Map on an Attorney Account.” Please use that link to enter my email address (LOReilly@PBJLawOffices.attorney) so the website will instantly send me your Defense Map.

Once you’re finished, I encourage you to read your Defense Map carefully. Even after you first receive a Defense Map, you can log back on to add more information. And reviewing your Defense Map may also give you ideas you want to discuss with me.

[Note: Counsel can insert here any special instructions, such as advising that counsel doesn’t want the client to answer questions in Section 2 on the charge itself.]

I'm looking forward to working together with you for the best outcome possible, Kenneth.
Thank you again for our meeting.

Yours,

Liam O'Reilly
Potter, Billings, and Jones
San Diego, CA
858-555-0000

B. Sample email referral in a public defender case where counsel and client have not already met.

Dear Mr. Smithson:

I look forward to our meeting set for Monday at 11:00 here in our office.

I want to do the best possible job for you, so I'm asking you to fill out the confidential website DefenseMap.com.

The website is easy to use, but if you have any technical problems, please use the "Helpline" link on each of its pages.

When you are finished, please do the following to get your Defense Map to me. On the Conclusion page, click on the link called, "Put your Defense Map on an Attorney Account," just type in my email address: (ELevy@PorterCPD.org), and click "Send."

Once you're finished, I encourage you to read your Defense Map carefully. Even after you first receive a Defense Map, you can log back on to add more information. And reviewing your Defense Map may also give you ideas you want to discuss with me.

I'm looking forward to working together with you, Mr. Smithson, for the best outcome possible.

Yours,

Edward Levy
Porter County Public Defender
Valparaiso, Indiana
219-555-0000