

MEMORANDUM

TO:

Jennifer

C:

File

FROM:

Hans

DATE:

November 20, 2013

SUBJECT:

PAUL DULBERG

LF

Hi Jen,

We have a co-defendant that is not really responsible in this case and they have offered a nominal settlement of \$5,000 in the case. I would like to accept it but I want to have a settlement memo prepared first to show how the money will be disbursed for the client to sign. Therefore, we will not need to call on the balances but we will only need to provide a settlement memo containing only any liens listed on the settlement memo.

Can you please prepare the settlement memo for me as soon as possible so that I can talk to the client about the offer.

Thanks,

Hans