



Melissa D. Rowcliffe

ATTORNEY AT LAW

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December 21, 2023

Comal County District Clerk Via Email: akulan@co.comal.tx.us	Kristy Brown Via Email: kbrown@kristybrownlaw.com
Comal County Court at Law #1 Via Fax: 830-620-3424	Marilee Brown Via Email: marilee@hazelbrownlaw.com
Comal County Court of Law #2 Via Fax: 830-620-0465	Chase Butler Via Email: chase@calfaslaw.com
Guadalupe County District Clerk Via E-filing	Adam Campbell: Via Email: adam@aacfirm.com
Hays County District Clerk Via E-filing: per case	Casteel & Casteel Via Email: carter@casteellaw.com ; barron@casteellaw.com ; morrigan@casteellaw.com
Hays County District Court Via Fax: 512-393-7713	Chanda Clepper Via Email: chanda@chdlawfirm.com
Texas Attorney General's Office Child Support Division Unit 204 Via Email: CSD-LEGAL-204@oag.texas.gov	Richard Crow Via Email: rickcrowlaw@gmail.com
Texas Attorney General's Office Child Support Division – San Antonio Via Fax: 210-304-6629	Lisa Duke Via Email: lisadukelaw@hotmail.com
Irene Acosta Via Email: Acostalawtx@outlook.com	David Eveld Via email: david@eveldlaw.com
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To Whom It May Concern:

Re: Melissa D. Rowcliffe 2024 Vacation Days REVISED

Please allow this letter to serve as an office closure letter and a vacation notice that Melissa D. Rowcliffe will be out of the office on the following dates:

Office Closure Dates:

January 1, 15th
February 19th
March 29th
April 10th
May 27th
July 4th
September 2nd, 27th
November 11th and 27th through 29th
December 24-27th and 31st – January 1, 2025

Melissa Rowcliffe Vacation Days:

February 2nd and 16th
March 21st and 29th

Please do not schedule any hearings, depositions, or mediations during or immediately following these dates. I would appreciate you working with our office to avoid any discovery deadlines during these times.

Thank you for your cooperation and attention in this matter. Please do not hesitate to contact my office with any questions.

Sincerely,

Melissa D. Rowcliffe

Melissa D. Rowcliffe
Attorney at Law
State Bar # 00795655