Hello, may I please speak to [recipient’s name]?

Hi, my name is [insert caller’s name] and I am calling you in my capacity as [state position within ABA JD].

Is now an ok time for me to speak with you briefly about the National Judicial Outreach Week (“NJOW”)?  [If not, when is a good time for me to call you back?  If so, continue…]

The ABA Judicial Division established NJOW to encourage and assist active and retired judges throughout the United States to engage the communities they serve in discussions about liberty, the rule of law, and preservation of fair and impartial courts.  NJOW takes place March 1-10 of each year.

I am calling to you to ask you to help plan a judicial outreach event in your area during NJOW. It’s easier than it sounds.  After our call, I will send you a link to an overview of NJOW and its purpose with access to the NJOW toolkit with ethics considerations and a report form, a sample PowerPoint presentation, and sample speaker notes. Judges across the country used this presentation last year in schools, rotary clubs, churches, and in their courtrooms with great success.

The Judicial Outreach Network and I are happy to assist you with any questions you have or challenges you encounter as you work your way through the planning process.  [If you are speaking to a local court judge, you might consider volunteering to partner with the judge to coordinate the event at the venue of the judge’s choice.]

Do you have any questions for me?