

You may use this form to notify (serve) the other person in your case that you have asked for a court hearing.

**Important!** The other person in your case **must** receive a copy of this Notice *and* the papers you filed to get this hearing at least **5 business days** before the hearing. Otherwise, the court may cancel your hearing.

① County: \_\_\_\_\_ Judicial Circuit #: \_\_\_\_\_ Your Case #: \_\_\_\_\_  
(Find it on your other court papers.)

② **Your Information** (*person asking for the hearing or your lawyer*):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel. number: \_\_\_\_\_

You are the (*check one*):  Plaintiff  Defendant

③ **Other person in this case** or his/her lawyer (*check one*):  Plaintiff  Defendant

Name: \_\_\_\_\_ Tel. number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*If there is more than 1 other person in this case, you must fill out a **separate** form for each other person.*

④ **There will be a court hearing on** (*date*): \_\_\_\_\_ **at** (*time*): \_\_\_\_\_  a.m.  p.m.

**At** (*address*): \_\_\_\_\_ **Courtroom #**: \_\_\_\_\_

⑤ The reasons for this court hearing are listed on the attached papers.

⑥ **How to Serve**: You must mail or give a copy of this *Notice* and the papers you filed to get this hearing to the person in ③. **Deadline**: The person in ③ must receive the papers at least **5 business days before** your hearing. You may serve by mail or in person, then fill out ⑦ below.

⑦ **Proof of Service** (*Fill out after you serve*):

I served the person in ③ a copy of this *Notice* and the papers filed at court to get this hearing on (*date*): \_\_\_\_\_.

Service was (*check one*):  by 1<sup>st</sup> class U.S. mail, with prepaid postage  in person

**Sign here after serving**: \_\_\_\_\_

Take your signed form to your hearing.