

## **INSTRUCTIONS FOR FILLING OUT NOTICE OF HEARING**

### **HEADING**

- Enter the name of the county where you are filing the Complaint.
- Enter your first, middle, and last names. You are the plaintiff.
- Enter your spouse's first, middle and last names. Your spouse is the defendant.
- The Clerk of the District Court will give you a case number when you file the Complaint. You must include the case number on any papers you file.

### **BODY OF THE NOTICE OF HEARING**

- In the first blank, print the name of the judge who has been assigned to your case. If you do not know the judge's name, the Clerk of the District Court can provide it to you.
- In the second blank, print the name of the county where you filed your Complaint.
- In the third blank, print the district courtroom number where your hearing will take place. If you do not know the district courtroom number, the Clerk of the District Court can provide it to you. In some counties, there may be only one district courtroom, and so it may not have a number. If that is the case in your county, simply cross out this blank.
- In the fourth blank, print the number of the floor on which the district courtroom is located (i.e., first floor, second floor, etc.) If you do not know the floor on which the district courtroom is located, the Clerk of the District Court can provide that information to you.
- In the fifth blank, print the name of the county where you filed your Complaint.
- In the sixth and seventh blanks, print the street address and city where the courthouse is located.
- In the eighth, ninth and tenth blanks, print the date, month and year when your hearing will take place.
- In the eleventh and twelfth blanks, print the time (hour and whether it is a.m. or p.m.) when the hearing will take place.

## **FINAL SIGNATURE**

- On the first line sign your first, middle, and last names and enter the date.
- On the second enter your first, middle, and last names.
- On the third line enter your full street address.
- On the fourth line enter your city, state, and ZIP code.
- On the fifth line enter your telephone number, including the area code, and your e-mail address, if any.

## **CERTIFICATE OF SERVICE**

- In the first, second and third blanks, print the day, month, and year when you mailed the copy of the Notice of Hearing to your spouse.
- In the fourth blank, put your spouse's full address, including the street address, city, state and ZIP code.
- Sign your name in the last blank.