

INSTRUCTIONS FOR FILLING OUT NOTICE OF HEARING

HEADING

- Enter the name of the county where you are filing the complaint.
- If this is an original action, enter your first, middle, and last names. You are the plaintiff.
If this is a modification case, enter the name of the plaintiff as it is shown on the original complaint.
- If this is an original action, enter the other party's first, middle and last names. The other party is the defendant.
If this is a modification case, enter the name of the defendant as it is shown on the original complaint.
- If you are filing an original action, the clerk of the district court will give you a case number. You must include the case number on any papers you file.
If this is a modification case, the case number will be the same as in the original action. The case number does not change.
- Print the name and address of the other party who will receive this Notice of Hearing.

BODY OF THE NOTICE OF HEARING

- If you are filing an original action, check the box that indicates if you are the plaintiff or the defendant in this case.
If this is a modification case, check the box that indicates if you are the plaintiff or the defendant in the original action.
- 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 court is located.
- In the eighth blank, print the date when your hearing will take place.
- In the ninth and tenth 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 blank, print the date when you mailed the copy of the Notice of Hearing to the other party.
- In the second blank, put the other party's full address, including the street address, city, state and ZIP code.

SIGNATURE BLOCK ON CERTIFICATE OF SERVICE

- 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.