

## **INSTRUCTIONS FOR NOTICE OF HEARING**

A Notice of Hearing is the form that tells what date you will be having a hearing in front of the Magistrate or Judge. Previously, you used the *Notice to Set* form to call the Judge's Clerk. You were given this date, or you may have been given the date by the Court at your first appearance.

Fill in the form with the date and time of hearing. Include the division and what issues will be addressed.

Complete the Certificate of Mailing indicating a copy has been mailed to the other party or their attorney.

Sign the Notice.

Send a copy to the other party certified mail and keep a copy for yourself.

When you go to court you must be ready to present your case. Have all of your papers in order. Enter the courtroom, have a seat and sit quietly until the bailiff calls your case.