

**INSTRUCTIONS FOR NOTICE TO SET**

A Notice to Set is used to make an appointment with the Division Clerk to set your case for hearing before the Magistrate or Judge.

How to make your appointment:

Get out a calendar, check with the court, and select a day of the week provided by the court. The day you pick should be at least two weeks away. Complete the Notice to Set form.

Mail a copy of the Notice to Set to the other party by certified mail. Fill in the certificate of mailing at the bottom of the form showing you have mailed the copy. Make a copy of this notice for your file.

Mail or bring the Notice to Set to the Clerk's office, Room 105, eight to ten days before you plan to call.

When the day and time that you have selected for making the appointment arrives, call the division you have been assigned to. You may need to try the phone number several times before your call is answered. The phone numbers for the divisions are:

Division \_\_\_\_\_  
Division \_\_\_\_\_  
Division \_\_\_\_\_

When you have received your hearing date, you are ready to fill out the Notice of Hearing form.