Notice of Hearing - Blank preview

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[Name of court]
[County, district, or division, if your court's captions include one; otherwise delete this line]
Case No. [Case number]
[Name of first party], [Plaintiff or Petitioner]
v.
[Name of second party], [Defendant or Respondent]

NOTICE OF HEARING

TO: [Name of each party or attorney receiving this notice]

[Your full name], [Your role in the case, such as Petitioner or Respondent], self-represented, gives notice of the following hearing:

1. Date and time: [hearing date] at [hearing time].
2. Place: [courthouse and courtroom, or remote-appearance details].
3. Matter to be heard: [title and filing date of the motion or matter to be heard].
4. [Add any other information your court requires in a notice of hearing, or delete this paragraph.]

Submitted by:

[Your full name]
[Your role in the case, such as Petitioner or Respondent], self-represented
[Mailing address where you receive court papers]
[Phone number]
[Email address]
Date: [Date you sign]

Certificate of Service

I certify that on [date of service], I served a copy of this Notice of Hearing on each person listed below by [method of service your court's rules allow, such as mail, hand delivery, email, or electronic filing service].
[Name of each person served, and the mailing address or email address used for service]

[Your full name]
Date: [Date you sign this certificate]