

1 [COURT NAME OR ADMINISTRATIVE TRIBUNAL]

2 [COUNTY OR DISTRICT DIVISION]

3
4
5 [Petitioner/Plaintiff Name(s)],

6 [Petitioner/Plaintiff],

7
8
9 v.

10
11 [Respondent/Defendant Name(s)],

12 [Respondent/Defendant].

13
14
15 **Case No.** _____

16
17
18
19 **NOTICE OF HEARING**

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21
22 **TO ALL PARTIES AND THEIR ATTORNEYS OF RECORD:**

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24
25 PLEASE TAKE NOTICE that a formal hearing in the above-captioned matter has been
26 scheduled before the Honorable _____ on the date, time, and location
27 set forth below:
28

1
2 **1. Hearing Details**

3 * **Date:** _____

4
5 * **Time:** _____

6 * **Location/Courtroom:** _____

7 * **Subject Matter:** _____

8
9
10 **2. Appearance Requirements**

11 All parties are hereby notified that their appearance is _____ at the
12 designated date and time. Failure to appear may result in the court or tribunal ruling on the
13 pending matters in your absence, entering a default judgment, or dismissing the action.
14

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16 **3. Response and Filing Deadlines**

17 Any written response, opposition, or supporting documentation to the subject matter of this
18 hearing must be filed with the Clerk of the Court and served upon all opposing parties in
19 accordance with the applicable rules of civil or administrative procedure, no later than
20 _____ days prior to the scheduled hearing.
21
22

23
24 Respectfully submitted,

25
26 **Date:** _____
27
28

1
2 **Signature:** _____

3
4 **Printed Name:** _____

5 **Bar Number:** _____

6 **Role / Capacity:** _____

7 **Address:** [Mailing Address]

8 **Phone:** [Phone Number]

9
10 **Email:** [Email Address]

11
12
13 **CERTIFICATE OF SERVICE**

14
15
16
17 I hereby certify that on _____, a true and correct copy of the foregoing Notice of
18 Hearing was served upon the following parties of record by the method indicated below:
19

20
21 **Recipient:** [Recipient Name]

22 **Role / Capacity:** _____

23 **Address:** [Mailing Address]

24
25 **Service Method:** _____

26
27
28 **Signature:** _____

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Printed Name: _____