Notice of Service of Discovery - Blank preview

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[DRAFT NOTICE: Draft prepared with self-help software. Not legal advice. Have an attorney review before filing. Delete this note before you sign.]

[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 SERVICE OF DISCOVERY

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

1. On [date of service], I served the following discovery papers on [name of the party served, and their attorney, if any]: [title of each discovery paper served].
2. The papers were served by [method of service].

[Some courts require a notice like this in place of filing the discovery papers themselves; check your court's rules. Delete this note before you sign.]

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 Service of Discovery 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]