

[THIS NOTICE SHALL BE SERVED WITH THE RESPONSIVE DECLARATION]

## **NOTICE TO RESPONDING PARTY:**

You are being sued. The court may decide against you without you being heard unless you file a responsive declaration with the court.

You must file your responsive declaration with the court and serve the other party at least nine (9) court days prior to the hearing date, which is listed on the legal papers you were served. (Unless otherwise ordered by the court)

You must use the responsive declaration attached to this notice.

**PLEASE BE ADVISED:** The court has the authority to disregard any responsive declaration filed less than nine (9) **court** days prior to the hearing.

Please submit an original and two copies of the responsive declaration for filing to the Humboldt Superior Court Clerk's Office located at 421 I Street. Two file-stamped copies will be returned to you – one for your records and one for service on the other party.

The responsive declaration may be served by mail after your case is begun. Service must be by another adult or by law enforcement.

The Court Clerk's Office hours are 9:00 a.m. to 2:00 p.m. Monday through Friday.

You may submit your documents in the drop box located at the entrance of the Clerk's office between the hours of 8:00 a.m. and 4:00 p.m.