

Party Notice Form

Small Claims Court

Official Notification of Court Proceedings

Court Name:

Enter the name of the court

Case Number:

Enter the case/docket number

Plaintiff(s):

Enter the name(s) of plaintiff(s)

Defendant(s):

Enter the name(s) of defendant(s)

Date of Hearing:**Time of Hearing:****Courtroom/Location:**

Enter the courtroom or address

Purpose of Hearing:

e.g., Initial appearance, evidentiary hearing, etc.

Notice:

You are hereby notified that the above-referenced case has been scheduled for hearing. You are required to attend at the specified date, time, and location. Failure to appear may result in a decision being made in your absence or other legal consequences.

Served By (name/title):**Date of Service:****Signature:**

Sign or print your name

Instructions: This form should be completed and provided to all parties involved in the small claims case. Ensure accurate details and retain a copy for your records.