

NOTICE TO PLAINTIFF
Please read this information carefully.

If “substitute service” is made to a member of the defendant’s household who is over 14 years old:

Please fill out the enclosed “Notice of Substitute Service” form, including the name of the case and the case number, the name and mailing address of the defendant that was substitute served, the date and time substitute service was made, and **mail to the defendant:**

- (1) a *copy* of the completed form, and
- (2) a true copy of the small claim form

Then sign the bottom portion of the “Notice of Substitute Service - Certificate of Mailing” and **return the *original* for filing with the court.** You cannot request default judgment be taken against the defendant until the 15th day after *mailing* the Notice of Substitute Service.

Roy N. Blaine
TRIAL COURT ADMINISTRATOR

By _____