

INSTRUCTIONS FOR COMPLETING THE NOTICE OF HEARING

HEADING

a. Choose the county in the drop down box below the first blank. This is where you are filing the Complaint or Petition.

IN THE DISTRICT COURT OF _____ COUNTY, NEBRASKA
(county where Complaint filed)

b. Check the box next to what kind of case this is.

NOTE: These check boxes and names will NOT print on your completed form.

- i. In cases for Divorce or Paternity:
 - 1) Enter your name. You are the plaintiff.
 - 2) Enter the other party's name. The other party is the defendant.
 - 3) The clerk of the district court gave you a case number when you filed the Complaint. You must include the case number on any papers you file.
 - 4) Enter the name and address of the other party in this case.
- ii. In cases for Modification:
 - 1) Enter the name of the plaintiff as it is shown on the original complaint.
 - 2) Enter the name of the defendant as it is shown on the original complaint.
 - 3) The case number will be the same as in the original action. The case number does not change. You must include the case number on any papers you file.
 - 4) Enter the name and address of the other party in this case.
- iii. In cases for Emancipation:
 - 4) Enter your name. You are the Petitioner.
 - 5) The clerk of the district court gave you a case number when you filed the Petition. You must include the case number on any papers you file.

i. or ii. Case for Divorce/Modification/Paternity Case for Emancipation

_____ Plaintiff, Case No. _____

vs. _____ Defendant.

To: _____
(The other party in this case)

(Full Street Address/P.O. Box)

(City/State/ZIP Code)

**NOTICE OF HEARING
AND CERTIFICATE OF
SERVICE**

iii. Case for Divorce/Modification/Paternity Case for Emancipation

IN RE EMANCIPATION OF: Case No. _____

(Your Full Name) Petitioner.

**NOTICE OF HEARING
AND CERTIFICATE OF
SERVICE**

BODY OF THE NOTICE OF HEARING

- c. In the first blank, print the name of the judge who is assigned to your case. If you do not know the judge’s name, the clerk of the district court can provide it to you.
- d. In the second blank, print the name of the county where you filed your complaint/ petition.
- e. In the third blank, print the district courtroom number where your hearing will take place. If you do not know the district courtroom number, the clerk of the district court can provide it to you. In some counties, there may be only one district courtroom, and so it may not have a number. If that is the case in your county, simply cross out this blank.
- f. In the fourth blank, print the number of the floor on which the district courtroom is located (i.e., first floor, second floor, etc.) If you do not know the floor on which the district courtroom is located, the clerk of the district court can provide that information to you.
- g. In the fifth blank, print the name of the county where you filed your complaint/petition.
- h. In the sixth and seventh blanks, print the street address and city where the court is located.
- i. In the eighth blank, print the date when your hearing will take place.
- j. In the ninth and tenth blanks, print the time (hour and whether it is a.m. or p.m.) when the hearing will take place.

You are hereby notified that a hearing on the merits of the petition filed in the above entitled case will be heard before the Honorable

c. Judge of the District e.

(name of judge assigned to your case)

d. Court of County, Courtroom No. on the Floor f.

(county where Complaint filed) (courtroom number) (floor number)

g. of the County Courthouse or Justice Center,

(county where Complaint filed)

h. ,

(street address where court is located) (city where court is located)

i. Nebraska, on at .m., j.

(date) (time) (a. or p.)

FINAL SIGNATURE

- k. Sign your name.
- l. Enter the date.
- m. Print your name.
- n. Enter your full street address.
- o. Enter your city, state, and ZIP code.
- p. Enter your telephone number, including the area code.
- q. Enter your email address, if any.

Signature: _____ Date: _____

Printed Name: _____

Street Address/P.O. Box: _____

City/State/ZIP Code: _____

Telephone Number: _____

*Email address: _____

Callout boxes: k (Signature), l (Date), m (Printed Name), n (Street Address/P.O. Box), o (City/State/ZIP Code), p (Telephone Number), q (*Email address).

CERTIFICATE OF SERVICE

- r. In the first blank, print the date when you mailed or sent by certified mail the copy of the Notice of Hearing to the appropriate parties.

I verify that on _____, I served a true and
(date)

Callout box: r (date field).

NOTE: If this is a case for emancipation, this notice of hearing must be sent by certified mail.

- s. In the next section, put the parties' names and full addresses, including the street address, city, state and ZIP code.

Name: _____ Address: _____

Callout box: s (Name field).

SIGNATURE BLOCK ON CERTIFICATE OF SERVICE

Use the same instructions as in "FINAL SIGNATURE" section.