

**INSTRUCTIONS FOR FILLING OUT THE
NOTICE OF ENTRY**

PRINT AND USE BLACK INK ONLY.

- 1 Name of the county where you are going to file the order/judgment.
- 2 Write your case Index Number.
- 3 Write the name of the Plaintiff(s)/Petitioner(s). If you are the Plaintiff, enter your name here.
- 4 Write the name of the Defendant(s)/Respondent(s).
- 5 Cross out the inapplicable items.
- 6 Enter the county where you obtained the order/judgment.
- 7 Enter the date the order/judgment was entered.
- 8 Write in the date you are completing the form.
- 9 Sign the Notice of Entry, check the box next to your party status, and enter your address.
- 10 Enter the name and address of the opposing party and check the box next to the appropriate party status.

NOTE: List names of all other parties and the addresses and telephone numbers of their counsel and if any parties are not represented by counsel, such parties' addresses and telephone numbers

-)- Attach a copy of the order/judgment.
-)- Serve a copy on all parties.