

1 [Firm Name]
[Firm Address]
2 [Firm Phone Number]
[Firm Fax]
3 [Firm Email]
[Attorney Name and Bar Number]
4 Attorney for Plaintiff(s)/Defendant(s)

5 [Trial Court System], [County]

6 **[Plaintiff Name(s)],**
7 Plaintiff(s),
8 v.
9 **[Defendant(s)],**
10 Defendant(s).

Case No.

**NOTICE OF LODGING AND SERVICE
OF LODGED DOCUMENTS**

Assigned to the Hon. [Judge]

11
12 **PLEASE TAKE NOTICE** that, pursuant to [local civil rule], [Plaintiff(s)/Defendant(s)]
13 has lodged with the Clerk of the Court a complete, unredacted copy of the document(s)
14 that is the subject of the [specification of motion or stipulation], filed [date of filing], and
15 has provided the Court with a courtesy copy of the lodged document. A complete,
16 unredacted copy of the lodged document was served on all parties by [method of service]
17 on [date of service].

18
19
20 Dated this [Day] of [Month], [Year].

21
22 By _____
23 [Name of submitting party's Attorney]
24 [Firm Name]
[Firm Address]
Attorney for Plaintiff(s)/Defendant(s)

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On [Date], undersigned:
[Filed/E-filed] the original;
[Mailed/Emailed/Hand Delivered] a
copy to:
• [Opposing Counsel]
[Address]

/s/[Attorney]
