THE STATE OF TENNESSEE

CIRCUIT COURT

4TH JUDICIAL DISTRICT

Honorable Ben W. Hooper II, Judge, Div. I
Honorable Richard R. Vance, Judge, Div. II
Honorable Rex Henry Ogle, Judge, Div. III
Honorable O. Duane Slone, Judge, Div. IV

Serving the Counties of:

Cocke
Grainger
Jefferson
Sevier

LOCAL RULES OF PRACTICE
- CIVIL -

(amended April 25, 2008)

Adopted Pursuant to Rule 18
of the
Rules of the Supreme Court of Tennessee

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CIVIL RULES OF CIRCUIT COURT
FOURTH JUDICIAL DISTRICT
STATE OF TENNESSEE

The following rules are promulgated to become effective immediately, superseding previous rules which are vacated by the entry of this Order.

The purpose of these Rules is to keep the practice of law in the Circuit Court for the Fourth Judicial District as simple as possible, yet to assure that the orderly administration of Justice is carried out.

These rules apply to all persons/entities who appear before the Court, regardless of capacity (i.e. attorneys, parties, witnesses, etc.). Tennessee common, statutory and procedural law including the Rules of the Supreme Court, Civil and Criminal Procedure shall in any and every event be controlling and applicable if there is a conflict between them and these local rules.

A judge may suspend any of these rules whenever justice requires. (Additional rules may be added as may be required for the orderly administration of justice).

RULE 1. SESSIONS OF COURT

1.01 Court Calendars:
All sessions of court will be set forth in each yearly calendar prepared by the judges' administrative assistant and made available to all persons through the offices of the Clerks of Cocke, Grainger, Jefferson and Sevier County no later than 90 days before the 1st day of each year. These calendars will show where each judge is holding court on any particular day and will indicate whether it is civil or criminal, jury or non-jury, civil motions, new session and/or grand jury, arraignment, plea day, order of protection, or criminal appeals. Also all court days of the Chancellor and Child Support Referee are shown on said calendar.

1.02 Court Hours:
All Court sessions will commence at 9:00 a.m., unless the court directs otherwise.

RULE 2. SETTING CASES

2.01
Each judge shall have control of his/her respective civil dockets, and may set cases in the Court's discretion. Attorneys desiring court dates shall contact the judges' assistant to obtain a trial date, followed by immediate notice to all other counsel of said date, or when all parties have agreed that a case is ready for trial, they shall contact the judges' assistant for an agreed date. The judges prefer for trial dates to be agreed upon and all trial dates shall be confirmed by agreed order to the judges' assistant in accordance with Rule 8.02.

2.02
Criminal cases will be set by the Court.

RULE 3. MOTIONS AND EX PARTE MATTERS

3.01
Civil motions and ex parte matters shall be scheduled pursuant to Rule 2 and may be heard on any civil motion or non-jury date and with the agreement of counsel and approval of Court, may be heard at any time in any county.

RULE 4. CONTINUANCES

4.01
Civil cases may be continued by agreement of the parties, with leave of the court. A case will not be continued except by a showing of good cause and compliance with the rules of civil procedure. The application for a continuance must be supported by an affidavit setting out the grounds for the requested continuance.

4.02
When the application for the continuance is based upon the illness of a party, or a material witness, there must be filed therewith a written statement of a physician specifying the type of illness, whether same is temporary or permanent, and whether or not such person is able to appear in court. (The court may allow the late filing of the application and affidavit.)

4.03
When the application for the continuance is based upon the fact that a material witness can not be found, an affidavit must be filed giving the name of the witness, the substance of the testimony that will be given by such witness; whether the affiant has personally talked with such witness or some other supporting reason as to why he believes the witness will so testify, and detail the efforts made to locate the witness.

4.04
In the event a continuance is granted by the court, the attorney for each party, including the attorney general, shall notify all witnesses subpoenaed by such party of the continuance.

4.05
All motions for continuances must be presented to the judge. Agreed continuances will not be allowed unless the court finds that the reason for the continuance is valid. All motions and orders for an agreed continuance "shall" be approved by the parties as well as the attorneys.

4.06
A continuance will be granted one (1) time because of a conflict in another court. Thereafter, counsel will be expected to resolve any further conflicts and be available for trial in the Fourth Judicial District.

RULE 5. PRE-TRIAL CONFERENCE

5.01
Upon motion, any party may request a pre-trial conference. The court in its discretion may direct counsel to appear for a pre-trial conference.

RULE 6. EXHIBITS

6.01
Exhibits which are proposed to be used at the trial (other than impeachment or rebuttal exhibits) shall be exhibited to opposing counsel for inspection at least five (5) days prior to trial. All such exhibits shall be marked and numbered sequentially for identification, beginning with plaintiff's exhibits and going through defendant's exhibits. No proposed exhibit shall be shown to the jury until duly admitted into evidence and appropriately marked. Depositions read into evidence shall also be marked as exhibits.

6.02
All trial exhibits shall be accounted for and placed in the custody of the clerks unless otherwise directed by the court. Upon proper application, the court may allow substitution of copies for the originals. In all civil cases, exhibits may be withdrawn after the judgment becomes final without order of the court. All exhibits not withdrawn within thirty (30) days after judgment becomes final may be disposed of by the clerk.

RULE 7. CASES REMOVED TO FEDERAL COURT

7.01
In all cases removed to the Federal District Court from the Circuit Court of this district, costs shall follow the costs as taxed in the Federal District Court. It shall be the responsibility of the party removing the case to Federal Court to advise the clerk of the court from which the case was removed as to the final disposition of the case. If the clerk is not notified within a reasonable time after final disposition of the case in Federal Court, costs will be taxed to the removing party.

RULE 8. PREPARATION AND PRESENTMENT OF ORDERS

8.01
All judgments and orders shall be tendered for entry within fifteen (15) days after the decision or ruling by the Court; all orders must contain thereon the docket number. Unless the court directs otherwise, it shall be the initial duty of the prevailing party or the prevailing party's counsel to prepare the judgment or order and to submit it to all other parties or counsel for approval. In the event that there is no response thereto, or the parties or counsel do not agree upon a proposed judgment or order, any party may serve a proposed judgment or order on all other parties or counsel with notice thereon of a hearing for entry of the judgment or order, which hearing shall be set through the Judge's Administrative Assistant. Any other party or counsel may tender a proposed judgment or order to the Court with the signature of that party or counsel together with the certificate of that party or counsel that a copy of the proposed judgment or order has been served on all other parties or counsel.

8.02
All orders or judgments requiring court approval shall be sent to the assigned judge, along with two envelopes, postage paid. One envelope shall be addressed to the clerk of the court for direct filing and the other envelope shall be addressed to the attorney sending the original order or judgment, to whom the clerk shall send a filed copy of the order or judgment. All orders or judgments sent to the Judge will be returned only to the clerk and not the attorney.

RULE 9. ATTORNEYS - WITHDRAWAL - SETTING FEES

9.01
(a)Withdrawal - No attorney may be allowed to withdraw and leave a party without counsel without leave of the court on proper motion being filed and the reasons being set forth therein with a notice to said party. No attorney shall be allowed to withdraw at anytime within thirty (30) days prior to the date set for trial, unless it is clearly shown that justice demands the withdrawal.

(b) Setting Attorney Fees - Whenever it is necessary for the court to fix fees of attorneys, such attorneys shall file a statement of time spent on the case and a suggestion of the amount of a proper fee.

RULE 10. DOMESTIC RELATION CASES

10.01
Unless otherwise ordered by the Court, all Domestic Relations cases *must go to Mediation prior to trial.*

10.02
Designation Of Parties - In the complaint, answer, and other pleadings it is requested that the parties or counsel avoid such terms as plaintiff, defendant, counter-plaintiff, and counter-defendant, using instead such easily understood references to parties as husband and wife.

10.03
In all contested divorce cases, both parties shall file sworn financial statements subject to such protective orders as may be applied for and granted.

Policy - The failure to file the information required by the preceding rule, in whole or in part, without just cause will create a presumption that the other party's statements regarding whatever information is not supplied are true and that his/her request is valid.

10.04
In all pendente lite hearings and contested divorce cases, the parties shall file with the clerk, with a copy furnished to opposing party or counsel, at least seven (7) days before the hearing, the following:

(a) A copy of the previous year's tax return, regardless of whether the returns were filed individually or jointly.

If a parties tax return has not been filed, a copy of all of the documents that reflect all of the income received from whatever source by either party for the previous year.

(b) A copy of the documents that reflect all of the income received from whatever source by either party from January 1 of the year of the hearing to the date of the hearing.

(c) A financial affidavit setting forth the parties actual or estimated necessary monthly expenses, their total monthly gross income from all sources, their assets and liabilities from the date of the affidavit to the date of the trial. (See Attached Forms)

10.05
Parenting Issues - In cases involving minor children, all parties will comply with the provisions and procedures set out in the Tennessee Parenting Plan Act, T.C.A. 36-6-401 et seq. Reference is made to the Court's General Order of December 11th, 2000. (See Attached)

10.06
Pendente Lite Hearings/Temporary Hearings
(See Rule 10.04)

All pendente lite hearings/temporary hearings shall be heard upon the filing of a Motion.

(a) All Motions seeking temporary support shall be limited to oral argument by counsel, or any party who is unrepresented, and only in exceptional cases, as determined by the Court, will the Court hear proof from a party or any witness(es).

(b) Counsel shall give the other party or adverse counsel at least five (5) days notice by motion of any intent to request that the Court hear testimony by reason of exceptional circumstances and said motion shall set forth the asserted exceptional circumstances.

(c) Counsel shall advise the Court of any case in which a motion has been filed requesting the Court to hear proof, and the case will be set on a civil motion day. Every effort will be made to limit temporary support hearings to a maximum of thirty (30) minutes.

10.07
Co-Parenting Issues - In the event that there is no agreement between the parties regarding co-parenting time, it is suggested that the parent without primary responsibility should have at a minimum, the following co-parenting time and rights:

(a) 1st and 3rd weekends from Friday at 5:00 p.m. to Sunday at 5:00 p.m.

(b) December 25th at Noon to January 1st, at 5:00 p.m.

(c) July 1st - 15th each year

(d) Thanksgiving - Wednesday at 5:00 p.m. to Sunday at 5:00 p.m.

(e) The child's spring vacation

(f) All those rights accorded by law, including but not limited to T.C.A. 36-6-110

(g) All exchanges of the child(ren) shall be done between 5:00 p.m. and 5:15 p.m. with transportation by the parent receiving the child(ren), unless agreed by the parties or ordered by the court otherwise.

RULE 11. VERDICT FORMS - CIVIL CASES

11.01
Verdict forms in all civil cases are to be prepared by the attorneys and submitted to the court no later than the commencement of the trial. The attorneys should first attempt to agree upon a verdict form and if unable to do so shall submit separate forms.

RULE 12. CONDUCT OF COUNSEL

12.01
Counsel shall refrain from interrupting the court or opposing counsel until the statement being made is fully completed, except when absolutely necessary to protect the interest of the client, and should respectfully await the completion of the courts statement or opinion before undertaking to point out objectionable matters.

12.02
No attorneys, parties, or witnesses shall engage in any conversation or conduct with any trial juror until his or her term of service has expired.

12.03
During presentation of matters in open court counsel shall refrain from addressing opposing counsel, but direct all comments and questions to the court.

RULE 13. WITNESSES

13.01
(a) Subpoenas
Subpoenas for potential witnesses by all parties shall be issued not less than seven (7) days prior to the date of trial for witnesses within the county, and not less than ten (10) days for out-of-county witnesses, except expert witnesses should be disclosed not less than thirty (30) days prior to trial.

(b) Issuance of Subpoenas
Upon issuance of subpoenas, the issuing party shall supply the other party a list of said subpoenaed witnesses.

(c) Witness List
In all cases, each party shall exchange a list of their witnesses no later than seven (7) days before trial, except expert witnesses shall be disclosed no later than 30 days before trial.

RULE 14. DORMANT CASES; DOCKET CALLS

14.01
Dismissal of Dormant Cases
To expedite cases, the court may take reasonable measures to purge the docket of old cases where the cases have been dormant without cause shown for an extended time. The court may also set special docket soundings for the purpose of setting cases or dismissing dormant cases without good cause shown.

14.02
Dismissal for Want of Prosecution
Copies of the order dismissing the case for failure to prosecute shall be mailed to all counsel of record or to any party without counsel of record, if his whereabouts can be ascertained upon reasonable inquiry by the clerk.

14.03
Additional Docket Soundings
The court may hold docket calls to ascertain the status of cases and set deadlines for their disposition.

RULE 15. CLERK SALES, BIDS, AND CONFIRMATION OF SALES

15.01
Clerk sales shall be conducted in accordance with the applicable statute.

RULE 16. APPEALS FROM CITY AND GENERAL SESSIONS COURT

16.01
All appeals from the city and general sessions courts are to be tried without delay. Any appeals made without proper security and after having reviewed the entire file, including the bond required, shall be dismissed by the court sua sponte. The clerks are directed to bring defects to the attention of the judge assigned to the case.

16.02
The clerks are directed to familiarize themselves with proper procedure required by statute to accept the filing of an appeal, including the requirements specified for proper bond.

16.03
An appeal on a default judgment where the defendant, after proper notice, fails to appear, must be accompanied by a sworn statement for his or her reason for not having appeared at the general sessions level. Otherwise, the appeal will be dismissed and remanded for execution at the costs of the appellant.

RULE 17. INTERROGATORIES AND REQUESTS FOR ADMISSION

17.01
When answering interrogatories and requests for admissions, same shall be numbered and the replying party shall, as a part of his answer, set forth immediately preceding the answer, the questions or the request made in the same numerical sequence.

17.02
No party shall serve on any other party more than thirty (30) interrogatories without leave of court. For purpose of this Rule, a sub-part of an interrogatory shall count as an additional interrogatory. Any motion seeking permission to serve more than thirty (30) interrogatories shall set out the additional interrogatories the party wishes to serve, together with the reasons establishing good cause for the service of additional interrogatories. If a party is served with more than thirty (30) interrogatories without the order of the court, said party shall respond only to the first thirty (30).

RULE 18. PRE-TRIAL PROCEDURE FORMS, WORKSHEETS AND BRIEFS

18.01
In all actions set for trial on the merits, at least seven (7) days prior thereto:

(a) The names and addresses of witnesses (other than impeachment and rebuttal witnesses) shall be furnished to opposing counsel.

(b) Copies of all exhibits which are proposed to be offered (other than impeachment or rebuttal exhibits) shall be furnished to opposing counsel.

(c) Depositions to be used as evidence (other than for impeachment) shall be filed with the clerk and a copy furnished to the Judge.

(d) Counsel may file pre-trial briefs by filing the original with the clerk and then delivering a copy to the judge at his permanent address or by other method specifically authorized by the judge assigned to the case.

It is ordered and adjudged that these Rules shall become effective, this 25th day of April, 2008.

Ben W. Hooper II, Circuit Judge
Part I

Richard R. Vance, Circuit Judge
Part II

Rex Henry Ogle, Circuit Judge
Part III

O. Duane Slone, Circuit Judge
Part IV

FORM A

PLEASE INDICATE: HUSBAND_____ OR WIFE_____

IN THE CIRCUIT COURT FOR _____ COUNTY, TENNESSEE

AT _____

_____

PLAINTIFF

_____

_____

_____

(Present Address)

VS.

DOCKET NO. _____

_____

DEFENDANT

_____

_____

_____

(Present Address)

AFFIDAVIT OF ASSETS AND LIABILITIES

PLEASE INDICATE: HUSBAND_____ OR WIFE_____

ASSETS	HOW WAS PROPERTY/ ASSETS ACQUIRED (i.e. inherited, purchased separate or together)	HOW IS PROPERTY/ ASSETS TITLED	IS PROPERTY/ASSETS MARITAL OR SEPARATE	ESTIMATED FAIR MARKET VALUE OF PROPERTY/ASSETS	(A) NAME OF MORTGAGE/LIEN HOLDER AND (B) BALANCE	PAYMENT SCHEDULE
MARITAL RESIDENCE (address)			MARITAL_____ SEPARATE_____		(A)_____ (B)_____	
OTHER REAL PROPERTY						
1._____	1._____	1._____	1._____	1._____	1._____ (B)_____	1._____
2._____	2._____	2._____	2._____	2._____	2._____ (B)_____	2._____
3._____	3._____	3._____	3._____	3._____	3._____ (B)_____	3._____
4._____	4._____	4._____	4._____	4._____	4._____ (B)_____	4._____
5._____	5._____	5._____	5._____	5._____	5._____ (B)_____	5._____
6._____	6._____	6._____	6._____	6._____	6._____ (B)_____	6._____
7._____	7._____	7._____	7._____	7._____	7._____ (B)_____	7._____
8._____	8._____	8._____	8._____	8._____	8._____ (B)_____	8._____
9._____	9._____	9._____	9._____	9._____	9._____ (B)_____	9._____
10._____	10._____	10._____	10._____	10._____	10._____ (B)_____	10._____

ASSETS	HOW WAS PROPERTY/ ASSETS ACQUIRED (i.e. inherited, purchased separate or together)	HOW IS PROPERTY/ ASSETS TITLED	IS PROPERTY/ASSETS MARITAL OF SEPARATE	ESTIMATED FAIR MARKET VALUE OF PROPERTY/ASSETS	(A) NAME OF MORTGAGE/LIEN HOLDER AND (B) BALANCE	PAYMENT SCHEDULE
HOUSEHOLD FURNISHINGS (DO NOT ITEMIZE UNLESS EXTRAORDINARY) 1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4_____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____
MOTOR VEHICLES 1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____
BANK ACCOUNTS (i.e. checking, savings, money market, IRA, retirement, etc.) 1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____

PLEASE INDICATE: HUSBAND_____ OR WIFE_____

ASSETS	HOW WAS PROPERTY/ ASSETS ACQUIRED (i.e. inherited, purchased separate or together)	HOW IS PROPERTY/ ASSETS TITLED	IS PROPERTY/ASSETS MARITAL OF SEPARATE	ESTIMATED FAIR MARKET VALUE OF PROPERTY/ASSETS	(A) NAME OF MORTGAGE/LIEN HOLDER AND (B) BALANCE	PAYMENT SCHEDULE
STOCKS, BONDS, MUTUAL FUNDS ETC. 1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____	1._____ 2._____ 3._____ 4._____ 5._____
MISCELLANEOUS (i.e. other items not itemized above including business property, etc.) 1._____ 2._____ 3._____ 4._____ 5._____ 6._____ 7._____ 8._____ 9._____ 10._____	1._____ 2._____ 3._____ 4._____ 5._____ 6._____ 7._____ 8._____ 9._____ 10._____	1._____ 2._____ 3._____ 4._____ 5._____ 6._____ 7._____ 8._____ 9._____ 10._____	1._____ 2._____ 3._____ 4._____ 5._____ 6._____ 7._____ 8._____ 9._____ 10._____	1._____ 2._____ 3._____ 4._____ 5._____ 6._____ 7._____ 8._____ 9._____ 10._____	1._____ 2._____ 3._____ 4._____ 5._____ 6._____ 7._____ 8._____ 9._____ 10._____

PLEASE INDICATE: HUSBAND_____ OR WIFE_____

SCHEDULE B. - LIABILITIES

PLEASE INDICATE HUSBAND_____ OR WIFE_____

AFFIDAVIT OF MONTHLY INCOME AND EXPENSES

1.	Rent or Mortgage	$_____
2.	Real Estate Taxed	$_____
3.	Homeowner's or Renter's Insurance	$_____
4.	Homeowners' Dues	$_____
5.	Electricity	$_____
6.	Gas	$_____
7.	Water	$_____
8.	Garbage	$_____
9.	Telephone	$_____
10.	Cellular Phone	$_____
11.	Food	$_____
12.	Clothing	$_____
13.	School Costs	$_____
14.	Alimony to Prior Spouse(s)	$_____
15.	Child Support for Prior Children	$_____
16.	Child Care/Day Care	$_____
17.	Life Insurance	$_____
18.	Health Insurance	$_____
19.	Medical, Dental and Medicines (not including insurance payments)	$_____
20.	Installment Payments: Auto	$_____
	_____	
	_____	
	_____	
	_____	
21.	Auto Insurance	$_____
22.	Transportation (not including auto payment, but include gas and maintenance)	$_____
23.	Laundry and Dry Cleaning	$_____
24.	Cable TV	$_____
25.	Internet	$_____
26.	Home/Yard Maintenance	$_____
27.	Taxes	$_____
28.	Recreation and Entertainment	$_____
29.	Miscellaneous	$_____

DISCRETIONARY EXPENSES

1.	Charitable Contributions	$_____
2.	Vacation	$_____
3.	Gifts	$_____
4.	Clubs	$_____
5.	Miscellaneous	$_____
6.	_____	$_____
7.	_____	$_____
8.	_____	$_____

INCOME

EMPLOYER: _____ POSITION: _____

_____

_____

_____

(Address)

(A) GROSS MONTHLY INCOME: $_____

Deductions:

FICA $_____

Withholdings $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

(B) ADDITIONAL INCOME: $_____

$_____

$_____

$_____

SOURCE OF ADDITIONAL INCOME: _____

_____

_____

_____

(C) TOTAL NET INCOME: $_____

This affidavit shall be filed with the following documents:

A. A copy of the previous year's tax return, or if not available, a copy of the documents that reflect all of the income received from whatever source by either party for the previous year.

B. A copy of all of the documents that reflect all of the income received from whatever source by either party from January 1 of the year of the hearing to the date of the hearing.

Under the penalty of perjury I make oath that the financial information setforth above is accurate to the best of my knowledge.

This _____ day of _____, 20 _____.

_____ _____

HUSBAND WIFE

Form Order

IN THE CIRCUIT COURT FOR COUNTY, TENNESSEE

AT_____

_____

PLAINTIFF

VS. DOCKET NO. _____

_____

DEFENDANT

GENERAL ORDER CONCERNING PARENTING PLAN

Trial Date: _____

Pursuant to T.C.A. 36-6-401 et seq., all divorcing parents with minor children are mandated to participate in the Parenting Plan.

It is therefore ordered that in all actions involving custody and support of minor children the provisions of this legislation shall apply.

It is further ordered that the parties shall have the following duties and responsibilities:

(1) Both parents shall attend, within thirty (30) days of receipt of this Order, a parenting education seminar sanctioned by the Courts of at lease four (4) hours duration and shall be required to file with the Court a certificate of attendance.

(2) The Plaintiff/Petitioner shall file with the Complaint or Petition an agreed upon "parenting plan" defined in the Act (the forms are included in the parenting plan package). If no agreement has been reached, the proposed "parenting plan" of the plaintiff/petitioner shall be filed.

(3) The Defendant/Respondent shall, if no agreement has been reached, file with the Answer to the Complaint or Petition the proposed "parenting plan" of the defendant/respondent.

(4) Unless a party has sworn upon oath that the conduct specified in T.C.A. Sec. 36-6-406 exists, ***disputes over the "parenting plan" shall first be addressed by mediation.***

It is further ordered that a failure to comply with the provisions of this Order shall be treated as contempt and may be punished accordingly.

Entered, this _____ day of _____, 20_____.

_____
CIRCUIT JUDGE
4TH JUDICIAL DIST., PART II

Certificate of Service

I, _____, Circuit Court Clerk/Deputy Clerk do hereby certify that a copy of this Order has been forwarded to the following, by placing the same in the US Mail with postage prepaid:

_____ _____
_____ _____
_____ _____
_____ _____

_____ _____
_____ _____
_____ _____
_____ _____

This _____ day of _____, 200___.

_____
Clerk/Deputy Clerk