

**INSTRUCTIONS**  
**NOTICE OF INTENT TO PROCEED TO JUDGMENT**

1. Fill out and sign the *Notice of Intent to Proceed to Judgment*.
  
2. Make **three** copies.
  
3. Serve your spouse with a copy of the *Notice of Intent to Proceed to Judgment* at his or her last known address by first class U.S. mail.
  - Papers cannot be served on a legal holiday.
  - The form you prepared can be served by any of the following:
    - The sheriff;
    - Another adult; or
    - You.
  
4. The person who mailed the *Notice* fills out the *Affidavit of Service by Mail* and signs it under penalty of perjury. By signing the *Affidavit* under penalty of perjury, the server is stating that the information in the *Affidavit* is true to the best of his / her knowledge. Perjury is the crime of intentionally lying or misrepresenting the truth, punishable by jail or other sanctions.
  
5. Keep one copy of the *Notice* and one copy of the *Affidavit of Service* for your records.
  
6. File the original *Notice* and the *Affidavit of Service by Mail* with the Court.