

[Court Name/Administrative Body]
[Street Address]
[City, State, Zip Code]

Case Name: [Case Name]
Case Number: [Case Number]

NOTICE OF EVIDENTIARY HEARING

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

PLEASE TAKE NOTICE that an evidentiary hearing in the above-referenced matter has been scheduled before [Judge/Hearing Officer Name] at the following date, time, and location:

Date: [Date of Hearing]
Time: [Time of Hearing]
Location: [Courtroom Number/Physical Address/Virtual Link]

The purpose of this hearing is to receive evidence and testimony regarding [Briefly State Subject of Hearing, e.g., Motion for Summary Judgment, Temporary Injunction, or Merits of the Case].

All parties are required to:

- Bring [Number] copies of all exhibits intended to be introduced into evidence.
- Ensure all witnesses are available to testify at the time of the hearing.
- Submit an exhibit list and witness list to the court and opposing party by [Deadline Date].

Failure to appear at this hearing may result in the court making a ruling in your absence or the dismissal of your claims/defenses.

If you require special accommodations under the Americans with Disabilities Act (ADA), please contact the Clerk of Court at [Phone Number] at least [Number] days prior to the hearing.

Dated: [Current Date]

Respectfully submitted,

[Your Signature]
[Your Printed Name]
[Your Title/Capacity]
[Your Phone Number]
[Your Email Address]