

# INSTRUCTIONS FOR NOTICE WITH WITNESS

## PART I. LAWFUL NOTIFICATION

### Step 1. Gather & Read Documents

To complete this task, you will need to **get the following document:** “*Lawful Notification of Corrective Action to Prevent Maladministration*”. **Please read it thoroughly.**

### Step 2. Fill Out Lawful Notification of Corrective Action to Prevent Maladministration

A. Fill out the “Certification of Service” section and list whom the notice is going to.

<u>NAME</u>	<u>POSITION</u>	<u>EMAIL/ADDRESS</u>

B. Replace the line in the following paragraph with your name.

I     {Your Name}    , one of the People, (as seen in the 50 State Constitutions),

C. Fill out the autograph section.

Executed in     (Your City/Town Name)    , State on this     (Day)     day of     (Month)     in the year of Our Lord Two Thousand Twenty-Four.

    (Your Signature)     Autograph

Please send any correspondence to:     (Your Address)      
\_\_\_\_\_  
\_\_\_\_\_

D. Find two people to witness your signature and have them sign and print their name.

Witness #1 Autograph \_\_\_\_\_

Printed Name \_\_\_\_\_

Witness #2 Autograph \_\_\_\_\_

Printed Name \_\_\_\_\_

## **Step 4. Copy and Mail Documents**

Make two copies of the notarized, “Lawful Notification of Corrective Action to Prevent Maladministration”. Mail one of the copies via certified mail with the return receipt to each of the names on the “Certificate of Service” page.

- (DO NOT SEND THE ORIGINAL NOTARIZED DOCUMENT)
- Keep it in a safe place along with a copy and all receipts.
- When the green card comes in the mail, put it with the originals.