

## 18 THE NOTARY'S PROTEST FILE

The Notary must maintain a Protest file which must contain the:

1. **original** of your **affidavit** requesting the protest with the following enclosures:
  - A. Copy of the CA with presentments and bill of exchange;
  - B. Copy of the "A";
  - C. Copy of Proof of Service;
  - D. Copies of the green return receipt postcards.
2. **original Notary's Notes document** which recaps the Notary's findings.
3. duplicate original, signed and sealed, **Notice of Dishonor with** the green return receipt and postcard the Notary mailed, and an original sealed, stamped Proof of Service;
4. duplicate original, signed and sealed, **Second Notice of Dishonor with** the green return receipt and postcard the Notary mailed, and an original sealed, stamped Proof of Service;
5. duplicate original **Certificate of Dishonor with the green card** to you.
6. **copy** of the **attachment** to the Notary Notes stating the terms of the agreement.
7. **calendar** of events noting the applicable dates (past and future).