

19 RECAP

Send the package to the Notary, which must contain the following:

- a. **Your Affidavit requesting the Notary Perform the Protest.**
- b. **Two original Notice of Dishonor and Certificate of Service** – dated 21 days after the CA/A (with one full copy of the CA/A, attachments, bill of exchange), which the Notary signs, stamps, seals, and mails one set to respondent with a mailing certificate.
 - i. If the Notary receives a response to the Notice of Dishonor, the Notary is to fax it immediately to you. The response may necessitate that you reply with a different Notice of Protest to incorporate information relative to the response. Ask the Notary to wait before mailing anything else as this may change the dates and contents of your subsequent notices.
- c. **Two original Second Notice of Dishonor and Certificate of Service**- dated 10 days after the Notice of Dishonor (with one full copy of the CA/A, attachments, bill of exchange), which the Notary signs stamps, seals, and mails one set to respondent with a mailing certificate.
 - i. If the Notary receives a response to the Protest Notice, the Notary is to fax it immediately to you. The response may necessitate that you reply with a different Notice of Protest to incorporate information relative to the response. Ask the Notary to wait before mailing anything else as this may change the dates and contents of your subsequent notices.
- d. **Three original Certificate of Dishonor and Certificate of Service** - dated at least 10 days after the Second Notice of Dishonor (with CA/A, attachments, BoE), which the Notary signs, stamps, seals, and mails to you with duplicate originals of all prior documents and the Notary Notes and Affidavit.
- e. **Two original Notary Notes documents** (one for you and one for the Notary) which recaps the Notary's findings.
- f. **SASE** for the Notary to send you the copies of the notarized Notices and Proofs of service, Certificates of Mailing, green cards and Notary Notes.