Court Form Signing Checklist

Use this worksheet to prepare for a court-document signing appointment.

Before you book

- ☐ Use the current form and instructions from the court or clerk.
- ☐ Mark which pages request a notarized signature.
- ☐ Ask the clerk which filing method and deadline apply to the form.
- ☐ Confirm who must sign and bring identification to the appointment.
- ☐ Keep case numbers and sensitive details out of the initial quote request.

Clerk or receiving organization

Form name or number

Number of signers

Filing deadline

Planning worksheet. Use the official form and instructions from the requesting organization.

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