

**Notice of Non-Representative Capacity – Example**

**Notice of Non-Representative Capacity**

**To: the (wo)man (Her Name or His Name), sometimes acting as  
Court clerk: Cook County Circuit Court or STATE OF INDIANA  
SUPERIOR COURT or whatever court----  
Their mailing address with zip code and the "state" name  
spelled out: Illinois, Ohio, etc.  
The United States of America**

**From: john of the House Doe  
For: John Q. Doe  
c/o Mailing Address with state name spelled out as above and  
the Postal Code entered as a Rural Route: [RR60646]**

**re: Case# \_\_\_\_\_**

**Dated: May 23, 2016**

**notice of non-representative capacity  
i, a living man, hereby appears by special limited appearance in  
a non-representative capacity as a third party intervenor—  
subject to my receipt of your written verifiable claim and proof  
of claim to the contrary—all within three days.**

**Notice of Service of Process**

**i hereby certify that i mailed a true and correct copy of the  
foregoing by first class US mail  
postage prepaid to:**

**the man Their Lawyer  
His mailing address with the state spelled out and zip code**

**this 23rd day of May, A.D. 2016.**

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**john**