

**CHECKLIST FOR MAILING  
PROTEST DOCUMENTS TO THE NOTARY  
FOR EACH CREDITOR**

<b>1</b>	<b>ENVELOPE</b>
	<i>Envelope is Addressed is Send To and Return Address</i>
	<i>Green Card is Attached with Send To and Return Address filled out</i>
	<i>USPS Certified Mail Receipt is Attached to Envelope Send To Address filled out</i>
<b>2</b>	<b>INSIDE ENVELOPE</b>
	<i>Copy of Original CA/NA with all attachments (POS, Green Cards, Presentments) if applicable (Not Applicable on Certificate of Dishonor)</i>
<b>3</b>	<b>PAPERCLIP TO ENVELOPE (3 Originals each)</b>
	<i>Proof of Service</i>
	<i>Notice of Dishonor OR</i>
	<i>Notice of Protest OR</i>
	<i>Certificate of Dishonor (whichever is applicable for the particular mailing)</i>
<b>4</b>	<b>STICKY NOTE ON ENVELOPE</b>
	<i>Date the Mailing is to be mailed (WATCH the Calendars and don't have it shipping on a Sunday)</i>
<b>5</b>	<b>ENVELOPE TO THE NOTARY SHOULD CONTAIN</b>
	<i>Money Order for Payment of Postage and Notary to perform the Protest</i>
	<i>Letter Instructing Notary what is to be performed</i>
	<i>Notary Checklist with the Dates for each Mailing (as a cross check for Notary)</i>
	<i>Notary Notes for each Creditor (minimum of 3 copies)</i>
	<i>Set of CA/NA with all attachments for the Notary File</i>
	<i>3 Forms signed by in-state Notary Public that have refused to perform the Protest on your behalf</i>
	<i>Return Envelope for when Protest is completed to return to you, your set of the completed Protest</i>

<b>MAILING DATES for (Creditor)</b>	
<b>Conditional</b>	<b>MAIL ON</b>

<i>Acceptance, Presentments and Asseveration</i>	
<i>Notice of Dishonor</i>	<i>MAIL ON</i>
<i>Notice of Protest</i>	<i>MAIL ON</i>
<i>Certificate of Dishonor</i>	<i>MAIL ON</i>