

TABLE OF CONTENTS

Page 2	CHECKLIST: All Rounds
Page 3	CHECKLIST: Round 1 (Notice of Liability)
Page 6	INSTRUCTIONS: Round 1 (Notice of Liability)
Page 61. Overview
Page 72. Document Preparation
Page 83. Creating Your 'Exhibit'
Page 94. Preparing Your Bills of Lading ("BOLs") & Printing
Page 105. Preparing Your Envelopes
Page 116. Signing & Copying
Page 127. Mailing
Page 138. Filing & Tracking

WHAT WE ARE BUILDING

InPower is an open source and crowd-funded movement of, by, and for the people. We believe that the combination of independent media, truth, trust in our Creator or Source, and the effective enforcement of accountability upon those in positions of social leadership are keys to preserving and restoring human rights. We are devoted to this purpose.

We are in the latter stages of **building a new website and Action Center to greatly simplify and support this process**, and to provide an **online community hub** so that anyone can participate in a easy and cost-effective manner.

We need your help to make this happen. If you value this work and want to see it simplified and expanded, please become a Founding Donor at inpowermovement.com.

NOTICE

This material is not to be considered legal advice. The contents of this website, including but not limited to posted documents, videos and guides, comprise a lawful process based in commerce, and should be treated as such.

This is released in the spirit of service for the highest good, and is not intended to be utilized with the intention of malice, greed, or ill will of any kind.

Thank you for being the change we all want to see.

InPower Liability Action Process

CHECKLIST: All Rounds

(Round 1) **NOTICE OF LIABILITY REGARDING THE INSTALLATION OF TRESPASSING TECHNOLOGY (NOL)**
Date shipped via USPS: _____ Next Round unlocks on 15th day from ship date: _____

(Round 2) **NOTICE OF FAULT AND OPPORTUNITY TO CURE LIABILITY REGARDING TRESPASSING TECHNOLOGY and 2 AFFIDAVITS OF NON RESPONSE (NOF)**
Date shipped via USPS: _____ Next Round unlocks on 15th day from ship date: _____

(Round 3) **NOTICE OF DEFAULT AND IMMINENT LIABILITY REGARDING TRESPASSING TECHNOLOGY and 2 AFFIDAVITS OF NON RESPONSE (NOD)**
Date shipped via USPS: _____ Next Round unlocks on 31st day from ship date: _____

(Round 4) **1ST ACCOUNTING and TRUE BILL (1 TB)**
Date shipped via USPS: _____ Next Round unlocks on 31st day from ship date: _____

(Round 5) **2ND ACCOUNTING and TRUE BILL (2 TB)**
Date shipped via USPS: _____ Next Round unlocks on 31st day from ship date: _____

(Round 6) **3rd ACCOUNTING and TRUE BILL (3 TB)**
Date shipped via USPS: _____ Next Round unlocks on 31st day from ship date: _____

(Round 7) **FIRST NOTICE TO DEBTOR (1 NTD)**
Date shipped via USPS: _____ Next Round unlocks on 31st day from ship date: _____

(Round 8) **SECOND NOTICE TO DEBTOR (2 NTD)**
Date shipped via USPS: _____ Next Round unlocks on 31st day from ship date: _____

(Round 9) **THIRD NOTICE TO DEBTOR (3 NTD)**
Date shipped via USPS: _____ Enforcement unlocks on 31st day from ship date: _____

InPower Liability Action Process

CHECKLIST: Round 1 (Notice of Liability)

FOR DETAILED INFORMATION, SEE:

- 1) Video: *InPower Docu-Series Episode #2* (on InPowerMovement.com)
- 2) Instructions (below)
- 3) F.A.Q. (on InPowerMovement.com)

CLAIMANT is you

USE THE SAME NAME ON YOUR DRIVERS LICENSE or I.D., BUT DO NOT TYPE IT UPPERCASE

NAME: _____

STREET ADDRESS (meter location): _____

CITY (meter location): _____ STATE (meter location): _____

MAILING ADDRESS: **c/o** _____

CITY (mailing): _____ STATE (mailing): _____

PREFIX YOUR MAILING ADDRESS WITH **c/o** WHICH MEANS "CARE OF"

ZIP CODE IS NOT NECESSARY FOR YOU OR YOUR WITNESSES

4 RESPONDENTS are the men or women you are holding liable. InPower is standardizing on 4 initial Respondents.

Respondent #1 (recommendation: electric utility CEO)

NAME: _____ ORGANIZATION: _____

TITLE: _____ GENDER: _____

THE PROCESS INCLUDES USE OF THE WORDS "man" OR "woman"

ADDRESS (mailing): _____

CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL: _____

Respondent #2 (recommendation: a state/province utility commissioner)

NAME: _____ ORGANIZATION: _____

TITLE: _____ GENDER: _____

ADDRESS (mailing): _____

CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL: _____

INSTRUCTIONS: Round 1 (Notice of Liability)

Respondent #3 (recommendation: a state/provincial legislator)

NAME: _____ ORGANIZATION: _____

TITLE: _____ GENDER: _____

ADDRESS (mailing): _____

CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL: _____

Respondent #4 (recommendation: a state/provincial legislator, local representative, or federal representative)

NAME: _____ ORGANIZATION: _____

TITLE: _____ GENDER: _____

ADDRESS (mailing): _____

CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL: _____

2 WITNESSES are the men or women who witness and sign the original documents in your process. Please keep the same witnesses throughout if possible, but not necessary.

USE THE SAME NAME ON YOUR DRIVERS LICENSE or I.D., BUT DO NOT TYPE IT UPPERCASE

PREFIX WITNESS MAILING ADDRESS WITH c/o WHICH MEANS "CARE OF"

ZIP/POSTAL CODE IS NOT NECESSARY FOR WITNESSES

WITNESS #1 NAME: _____

MAILING ADDRESS: _____

CITY: _____ PROVINCE: _____

ADDITIONAL PRIVATE CONTACT INFO, SO IT'S HANDY:

PHONE: _____

EMAIL: _____

WITNESS #2 NAME: _____

MAILING ADDRESS: _____

CITY: _____ PROVINCE: _____

ADDITIONAL PRIVATE CONTACT INFO, SO IT'S HANDY:

PHONE: _____

EMAIL: _____

NOTARY PUBLIC may stay the same but not necessary.
DO NOT USE THE NOTARY AS A WITNESS

NOTARY'S NAME: _____

Find a Notary: http://www.notaryrotary.com/agent/find_a_notary.asp

NOTARY'S CONTACT INFO, SO IT'S HANDY:

PHONE: _____

EMAIL: _____


INSTRUCTIONS: Round 1 (Notice of Liability)

FOR MAILING: USE THE UNITED STATES POST OFFICE (AS IT IS AN ADMINISTRATIVE AGENCY)

• **4 postal envelopes size 9x12”**: 1 for each Respondent

• **4 Certified Mail Receipts**: 1 for each Respondent

• **Optional: 4 Return Receipts (Green Postcard)**: 1 for each Respondent



You will send via USPS Certified Mail. Your options for return receipts:

- 1. Return Receipt (Green Postcard)**
Available freely at Post Office – pick up prior to mailing

OR

- 2. Return Receipt (Electronic) (\$1.35 or \$2.75 each)**
Purchased at time of shipping
See Link Here for Instructions: <http://faq.usps.com> or <http://www.certified-mail-envelopes.com/electronic-return-receipt-for-usps-certified-mail/>

BILL OF LADING FOR EACH RESPONDENT (See *Bill of Lading Instructions* for Details)

BLUE PEN FOR SIGNING ALL DOCUMENTS

COPIES FOR EACH RESPONDENT, TO MAIL INDIVIDUALLY. Make 4 copies of your signed NOL (with Exhibit), 4 copies of your Affidavit, and 1 copy of each signed Bill of Lading. This will be necessary for each step of process.

AFTER MAILING COMPLETED:

DATE SHIPPED: _____

WRITE TRACKING NUMBERS, then VERIFY SUCCESSFUL DELIVERY (via www.usps.com)

Respondent #1:	_____	_____	_____
	name	tracking #	date received / note
Respondent #2:	_____	_____	_____
	name	tracking #	date received / note
Respondent #3:	_____	_____	_____
	name	tracking #	date received / note
Respondent #4:	_____	_____	_____
	name	tracking #	date received / note

PLACE ORIGINAL DOCUMENTS, TRACKING # RECEIPTS, MAILING PAYMENT RECEIPTS INTO A FILE FOLDER NAMED “LIABILITY ACTION” – IN A SAFE PLACE ****NOTE: NEVER SEND ORIGINALS!***

InPower Liability Action Process

INSTRUCTIONS: Round 1 (Notice of Liability)

1. OVERVIEW

WHAT WE ARE DOING:

We are sending a NOTICE OF LIABILITY REGARDING THE INSTALLATION OF TRESPASSING TECHNOLOGY (hereinafter “NOL”), to 4 Respondents, or people we are holding liable and accountable.

THE STEPS WE’LL WALK THROUGH:

First, please watch [InPower Episode 2: Notice of Liability Walkthrough](https://inpowermovement.com), at <https://inpowermovement.com>.

Then, you will:

DOWNLOAD, EDIT & PRINT TEMPLATE, from <https://inpowermovement.com>

Then, for the signing:

You’ll meet with a NOTARY, and 2 WITNESSES

IMPORTANT POINTS IN CHOOSING WITNESSES:

- Your 2 Witnesses can be family, friends, or any living soul of age and sound mind.
- While it is not required for you to use the same 2 Witnesses for each round, it is recommended.
- Witnesses should be people with whom you can easily meet, at any time, and support your intentions in the process.
- Your Notary Public CANNOT be one of your two Witnesses for your document signing.
- Witnesses must use an address where personal mail is received, and it must be the same address for each step of the process.
- The 2 Witnesses are **designated RECIPIENTS** for correspondence from Respondents pertaining to this matter. This is discussed in **Episode 2: Notice of Liability Walkthrough**, available on <https://inpowermovement.com>.
- Both Witnesses will need to sign with you there in person, at the time of your signing (and the Notary’s signing, if you are using one)

ALWAYS use a pen with **BLUE INK** to sign your original documents. You will keep your originals, and mail the copies.

Then, final steps:

MAKE COPIES (black and white is fine)

MAIL via USPS Certified Mail (with 2 Witnesses present)

FILE your original documents, mailing & payment receipts, and completed Checklists in a secure file folder labeled “Liability Action”

2. DOCUMENT PREPARATION

1. **WATCH Episode 2: Notice of Liability Walkthrough**, at <https://inpowermovement.com>. Examples for each edit you'll make are shown in that video.
2. **DOWNLOAD** the template that is customized for your region and the matter you wish to address (e.g. 'smart' meters).
3. For your information, your NOL is comprised of:
 - a. 12-page **Notice of Liability**
 - b. Followed by your customized **Exhibit**, as Page 13. *Details will be in the section "3. Creating Your Exhibit".*
 - c. Then your 3-page **Affidavit** – the pertinent facts of the matter which you verify to be true
 - d. On top of each of 4 document packages will be a 1-page **Bill of Lading** – including the individual Respondent's address information and mailing package contents. *More about this later, in the section "4. Preparing Your Bills of Lading".*
4. **READ** through your NOL and Affidavit to understand your document, and that everything is correct and aligned with your understanding. **If this is not the case, do not proceed.**
5. Next, **FILL IN** your Template in blank spaces indicated, which have a **yellow background**. Be thorough and concise. Follow the guidance in **InPower Episode 2: Notice of Liability Walkthrough**. *Leave the Bill of Lading section for now... we'll do that later.*
6. After you edit each highlighted item, remove the yellow background in the areas which you just edited.
7. Do **not** use all uppercase letters, as this casing generally refers to corporations.
Do **not** change the order of pages in your document.
We strongly recommend **not** to change any other parts of the document, other than what's highlighted, unless there is something you do not agree with.
8. Double-check that you have filled in all the areas that need editing.
9. After you've finished customizing your documents, Save As a new .doc on your, in a **new folder in your computer which you'll name "Liability Action"**.

3. CREATING YOUR “EXHIBIT”

EXHIBIT(s)

Definition of “Exhibit”:

n. 1) a document or object (including a photograph) introduced as evidence during a trial. These are subject to objections by opposing attorneys just like any evidence. 2) a copy of a paper attached to a pleading (any legal paper filed in a lawsuit), declaration, affidavit, or other document, which is referred to and incorporated into the main document.

Exhibits within the Liability Action are explained in the 2nd half of **InPower Episode 2: Notice of Liability Walkthrough**. An Exhibit is an addendum to a document. As it is referred to in the NOL itself, it must be included.

In the case of your **Notice of Liability (Round 1)** of the process, your Exhibit is the evidence of a “contract offer”, or intention, to install a smart/AMI/advanced meter on your home. So this could be either:

- a) the printed ‘smart’ meter webpage on your utility’s website (easiest if you already have a ‘smart’ meter installed), **or**
- b) a scanned letter from your utility or government stating their intentions to install or ‘upgrade’ your meter, **or**
- c) any other correspondence showing an offer for you to accept ‘smart’ metering technology

Your Exhibit is a piece of evidence of of communication from utilities, government or other parties, pertaining to this matter. It can be anything that demonstrates your utility (or government’s) intention to employ ‘smart’ / AMI / ‘advanced’ / ‘upgraded’ / ‘modernized’ metering technology.

EXAMPLE: To the right is what the Seattle seed group used. →



Step-by-Step: Creating your “Exhibit”

1. If you don’t have a letter or other propoganda from your utility about their meters, go to their website and print the page that mentions their metering technology. If need be, call them and ask for them to mail you information. Either **PRINT** it out, or make a **COPY** of the original, as the case may be.
2. **LABEL** your Exhibit at top of the first page as **EXHIBIT A** and include it as Page 13, immediately following the 12-page NOL. Your Exhibit may be more than 1 page if need be. You may either type or hand-write **EXHIBIT A**.
3. Add your Exhibit to your NOL - insert after Page 12.
4. **Do not staple anything yet**. Paperclips are better to use at this point, until the documents have been signed & copied.

4. PREPARING YOUR BILLS OF LADING (“BOLs”) & PRINTING

BILL OF LADING (BOL)

Definition of “Bill of Lading”:

n. a receipt obtained by the shipper of goods from the carrier (trucking company, railroad, ship or air freighter) for shipment to a particular buyer. It is a contract protecting the shipper by guaranteeing payment and satisfies the carrier that the recipient has proof of the right to the goods. The bill of lading is then sent to the buyer by the shipper upon payment for the goods, and is thus proof that the recipient is entitled to the goods when received. Thus, if there is no bill of lading, there is no delivery.

A simple way to understand the Bill of Lading in this process is to think of the sending the NOL, or any Round in this process, as “shipping commercial cargo”. A **Bill of Lading** is for use within a commercial or administrative process, and you are shipping your cargo via the United States Post Office.

Step-by-Step: Preparing your BOLs & printing your documents

- Open the **NOL Template document** you’ve been customizing. Locate the 4 identical-looking **Bill of Lading** pages, toward the end.
 - If you haven’t already, watch the latter section of InPower Docu-Series: Episode 2, which walks through the Bill of Lading.
 - Also, see the example at right. →**
- CUSTOMIZE** each of these 4 pages in the **YELLOW HIGHLIGHTED AREAS**, and remove the yellow background.
- Your Respondent information will be in the upper right. It is OK to use a zip/postal code for your Respondents. *But it is not recommended to use a zip/postal code for yourself or your Witnesses, as it generally indicates a corporate or military jurisdiction.*
- If you are not using a Notary, be sure to remove where it says “Notarized copy of”.
- The “**Ship From**” and the “**Carrier Shipper**” sections can remain blank for now, unless you know exactly who your 2 mailing Witnesses will be. *These can be different than your 2 signing Witnesses – though we recommend they stay the same. More on this later.*
- Before printing your entire document, double-check everything is accurate.
- If you are not going to use a Notary: locate the Notary sections (last page of NOL + last page of Affidavit) and remove them.
- SAVE** and **PRINT** your full 20-page, customized document.

BILL OF LADING												
<table border="1"> <thead> <tr> <th>Ship From</th> </tr> </thead> <tbody> <tr> <td>From: <u>Timothy James</u> <small>Witness #1 (printed)</small></td> </tr> <tr> <td>Address: <u>c/o #3 - 777 Liberty Street</u> <small>Mailing address</small></td> </tr> <tr> <td><u>Cleveland</u>, <u>Ohio</u> <small>City State/Prov</small></td> </tr> <tr> <td>From: <u>Susan Doe</u> <small>Witness #2 (printed)</small></td> </tr> <tr> <td>Address: <u>c/o 111 Constitution Drive</u> <small>Mailing address</small></td> </tr> <tr> <td><u>Detroit</u>, <u>Michigan</u> <small>City State/Prov</small></td> </tr> </tbody> </table>	Ship From	From: <u>Timothy James</u> <small>Witness #1 (printed)</small>	Address: <u>c/o #3 - 777 Liberty Street</u> <small>Mailing address</small>	<u>Cleveland</u> , <u>Ohio</u> <small>City State/Prov</small>	From: <u>Susan Doe</u> <small>Witness #2 (printed)</small>	Address: <u>c/o 111 Constitution Drive</u> <small>Mailing address</small>	<u>Detroit</u> , <u>Michigan</u> <small>City State/Prov</small>	<table border="1"> <thead> <tr> <th>Ship To</th> </tr> </thead> <tbody> <tr> <td>To: John Smith c/o DETROIT UTILITY INC 567 Corporate Avenue Detroit, Michigan 48222</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Carrier/Shipper</th> </tr> </thead> <tbody> <tr> <td>United States Postal Service 7012 3460 0002 6917 8817 <small>[Certified or Registered Mail]</small></td> </tr> </tbody> </table>	Ship To	To: John Smith c/o DETROIT UTILITY INC 567 Corporate Avenue Detroit, Michigan 48222	Carrier/Shipper	United States Postal Service 7012 3460 0002 6917 8817 <small>[Certified or Registered Mail]</small>
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United States Postal Service 7012 3460 0002 6917 8817 <small>[Certified or Registered Mail]</small>												
<p>Cargo Manifest</p> <ol style="list-style-type: none"> Notarized copy of NOTICE OF LIABILITY CONCERNING TRESPASSING TECHNOLOGY, from Jane Doe Notarized copy of AFFIDAVIT, from Jane Doe A copy of this BILL OF LADING <p>Original autographed documents have been retained by the Claimant/Libellant.</p> <p>For the purpose of verification, I, the undersigned witness, do personally verify that the documents listed above were placed in an envelope, sealed and deposited at an official depository under the exclusive care and custody of the carrier and service: United States Postal Service.</p> <table> <tr> <td><u>Timothy James</u> Witness #1</td> <td><u>June 3, 2016</u> Date</td> </tr> <tr> <td><u>Susan Doe</u> Witness #2</td> <td><u>June 3, 2016</u> Date</td> </tr> </table>		<u>Timothy James</u> Witness #1	<u>June 3, 2016</u> Date	<u>Susan Doe</u> Witness #2	<u>June 3, 2016</u> Date							
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<u>Susan Doe</u> Witness #2	<u>June 3, 2016</u> Date											

5. PREPARING YOUR ENVELOPES

- Pick up the following mailing supplies in before the mailing (**before** the signing) --

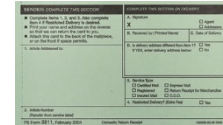
- **4 postal envelopes size 9x12”**: 1 for each Respondent



- **4 Certified Mail Receipts**: 1 for each Respondent



- **Optional: 4 Return Receipt (Green Postcard)**: 1 for each Respondent



You will send via USPS Certified Mail. Your options for return receipts:

1. Return Receipt (Green Postcard)

Available freely at Post Office – pick up prior to mailing

OR

2. Return Receipt (Electronic) (\$1.35 or \$2.75 each)

Purchased at time of shipping

See Link Here for Instructions: <http://faq.usps.com/> or

- For each Respondent, fill out a [Return Receipt \(Green Postcard\)](#)

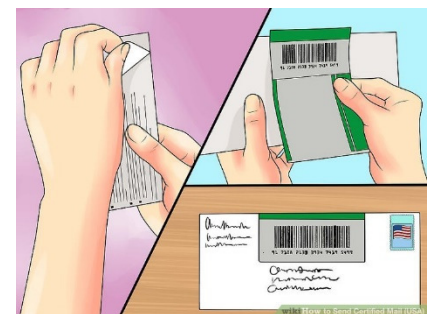
OR

When you ship your documents to the 4 Repondents, purchase [Return Receipts \(Electronic\)](#) for each.

About this option: <http://www.certified-mail-envelopes.com/electronic-return-receipt-for-usps-certified-mail/>

- Now, match up each **Bill of Lading** with a **Certified Mail Receipt**, and an **envelope**, and:

- Put the thin “tracking #” sticker of the Certified Mail Receipt in the BOL’s “Carrier/Shipper” box, directly under “United States Postal Service”.
- Copying from the BOL, write the name & address for **that** Respondent, onto the main part of the **Certified Mail Receipt**. *You will be keeping that portion of the Certified Mail Receipt for your records, but leave it on for now.*
- Remove the backing of the Certified Mail Receipt, and place the sticker along the top edge of the corresponding envelope, directly to the right of the return address area. *Make sure to leave room on the top right portion of the envelope for USPS to apply postage.*
- Copying from the BOL, write the name & address for **that** Respondent, onto the **envelope**, just under where you placed the barcode sticker. *Leave the upper left (“from”) portion of the envelope blank for now.*



NOTE: Zip codes are ok to use for Respondents, but we recommend not to use them for your or Witnesses’ mailing addresses.

INSTRUCTIONS: Round 1 (Notice of Liability)

- d. **IMPORTANT:** Double-check that the names, addresses and tracking #'s on each Respondent's Bill of Lading, Certified Mail Receipt and Envelope all match each other.
- e. **For now, leave affixed the address-portion of the Certified Mail Receipts.** The USPS teller will stamp then detach these for you.

4. If you selected the Return Receipt (Green Postcard) option:

- a. Matching a Green Postcard up with each envelope, write the following on it:
 - i. In Section 1: write Respondent's name & mailing address
 - ii. In Section 2: write tracking # in the "Article Number" section of each Green Postcard.
 - iii. In Section 3: check "Certified Mail"
 - iv. On the back, write the return address for your 1st Witness (who is listed as Shipper on your BOL).
- b. Remove the adhesive strips & attach completed the Green Postcard to the back of the envelope, or the front if space permits.



5. Set aside your 4 unsealed envelopes, which will be filled after signing & copying. The info on each BOLs, Certified Mail, envelope and Green Postcard (if used) should all match.

6. SIGNING & COPYING

1. Make a signing appointment with 2 Witnesses, and a Notary Public (if you choose to use one). Find a Notary: http://www.notaryrotary.com/agent/find_a_notary.asp
 - *NOTE: If you're in the USA, using a Notary is recommended, as it may strengthen your overall Liability Action (since the Notary is an interface with the legal or corporate jurisdictions), but it is not required.*
2. Meet your Witnesses and your Notary and sign the documents in the presence of all parties. **Bring identification** for the Notary.
3. At the signing, here's what to sign:
 - a. **You** will date the top of the NOL (page 1); and then sign & date the NOL (page 12) and Affidavit (page 3).
 - b. **Witnesses** will write their info in the NOL (page 11); and then sign & date the NOL (page 12) & Affidavit (page 3).
 - c. Be sure the **Notary SIGNS & STAMPS** both page 12 of the NOL **and** page 3 of the Affidavit.

IN CASE OF ERROR AFTER DOCUMENT HAS BEEN SIGNED BY CLAIMANT/LIBELLANT & WITNESSES & NOTARY PUBLIC
If any **corrections** need to be made **prior to mailing**, do a **single strikethrough**, write the correction, and initial.
Witnesses need not initial in this case.

CASE OF ERROR AFTER DOCUMENT HAS BEEN MAILED

If any **corrections** need to be made **after mailing**, you will need to send a **NOTICE OF CORRECTION**, which specifies any correction(s) which need to be made. This can be generally be included in the following round, or on its own.

4. Make **4** photocopies of your signed NOL (w/ Exhibit) & Affidavit.

Later, at the time of mailing (at the post office), you'll make **1** photocopy of each of your 4 Bill of Lading pages.
*You will send 1 complete copy set to each Respondent, then file your originals. **NEVER SEND YOUR ORIGINALS!***

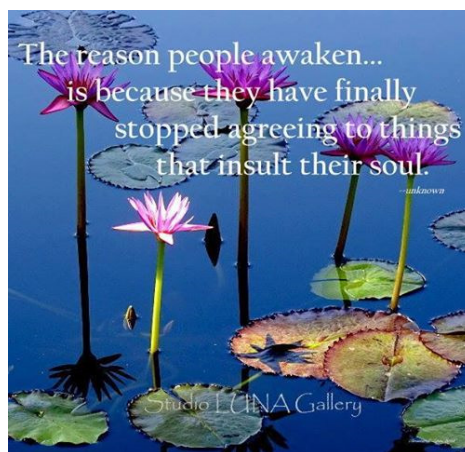
7. MAILING

1. Prepare each **COPIED** document set for each of your 4 Respondents. For each of your 4 packaged envelopes, include in this order:
 - a. A copy of your **Bill of Lading**
 - b. A copy of your **NOL** which includes (12) page Notice of Liability
 - c. A copy of your **Exhibit** (See *Exhibit Instructions*)
 - d. A copy of your **Affidavit**
2. As you prepare your documents, **double-check** that the names, addresses and tracking #'s all match up.
3. **Staple** all Respondent document packages, separately. We recommend to keep your originals paperclipped.
4. Package documents into labeled envelopes – one envelope per each Respondent – **but do not seal yet!**
5. Arrange with your 2 Witnesses to go to the Post Office. **It is necessary** that the Witnesses be at the Post Office for the mailing. *While we recommend to use the same Witnesses as you did for the signing, may be different if need be.*
6. At the post office and prior to envelopes being closed up, **your 2 Witnesses must complete the BOL and envelope**, per the following:
 - i. **Witness #1 prints his/her mailing addresses on the upper left of each envelope**, as the main return address. *We recommend not to use a zip code for either you (Claimant) or the 2 Witnesses. If you do use a zip code, put square brackets [] around it. We also recommend that a prefix of c/o is used, for either your or your Witnesses' mailing addresses.*

Sample Witness "From" Address: Witness' Name
c/o Mailing Address
City, State
 - ii. **Witness #1 prints his/her name & mailing addresses in the "Ship From" section of each BOL.** *We recommend not to use a zip here.*
 - iii. **Both Witnesses verify that the documents are included in each envelope, as listed on each BOL.** Then both Witnesses **read, sign and date the bottom** of the BOL.
 - iv. If errors occur on the BOL, cross out error and write in correction and have the witnesses initial any errors – rather than you.
 - v. Still at the Post Office and with the **envelopes still unsealed, make a copy of the Bill of Lading** that was just signed **AND INSERT THE COPY OF THE BOL** - not the original - into the top of the mailing package. *Most Post Offices have a photocopier. If yours doesn't, you can first go to a nearby FedEx/Kinkos or office store, copy BOLs, then go to Post Office with your 2 Witnesses.*
 - vi. Do one final check that the envelopes, addresses and tracking numbers all match up – for each of the 4 document packages. Make sure that **each Bill of Lading matches its envelope address label and the Certified Mail Receipt tracking # -- and matches one of the names** on the front of your NOL.
 - vii. With **COPIES** of all documents enclosed, **seal the envelope** and give to the post office clerk for payment and processing of receipts. Be sure to **keep your payment receipt, and the stamped address portion of the 4 Certified Mail Receipts.**

8. FILING & TRACKING

1. When you get home, **create a file** for this process, and label it “*Liability Action*”. **Store your original signed documents in it**, along with your **Certified Mail Receipts, payment receipts** and **both completed Checklists**. Keep in a **VERY SAFE PLACE**.
The Certified Mail Receipts are very important because they (along with your BOL originals) will have Tracking numbers – which will be necessary to prove shipping and receipt of your documents.
2. Kick back and celebrate your participation in standing up for life & co-creating actual change from the top-down... *and* from the bottom-up. So Be It.
3. **IN 3-6 DAYS:** Several days after mailing, log into www.USPS.com and look up your 4 tracking #'s, to verify that the packages were delivered.
 - a. **IF THEY WERE ALL DELIVERED SUCCESSFULLY:**
If you selected **Return Receipt (Electronic)**, print out these PDFs, and store them with your originals in your *Liability Action* folder.
If you selected **Return Receipt (Green Postcard)**, when you receive these in the mail, store it with your originals your *Liability Action* folder.
 - b. **IF ANY WERE NOT DELIVERED SUCCESSFULLY OR WERE REFUSED:**
Working with our Seed Groups, on the rare occasion a package was not delivered or was refused – even though it was sent via Certified or Registered Mail. This seemed to be indicative (in most of these cases) that the Respondent was aware of, and afraid of, the Liability Action – and trying to evade it.
If you experience this, we recommend you either send it via Certified Mail again, or have it “served” in person. You can do this yourself with witnesses, or you can hire a process server. Contact us for specific help if you are in this position.
4. **IN 15+ DAYS:** Do Round 2 of the process, the “Notice of Fault and Opportunity to Cure Liability”.
Minimum 14 full days from shipping date of Round 1.



-----N.O.L. SECTION ENDS HERE-----