

**NOTICE OF DEFAULT AND IMMINENT LIABILITY CONCERNING TRESPASSING TECHNOLOGY**  
- and -  
**2 AFFIDAVITS OF NON RESPONSE**  
*(Hereinafter referred to as NOD)*

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**SIMPLIFYING, SUPPORTING AND EXPANDING...**

This 3<sup>rd</sup> Round (NOD) is very similar to the 2<sup>nd</sup> Round (NOF). There are only minor differences. As in the 2<sup>nd</sup> Round, we want to emphasize that things like dates and numbers need to be exact & accurate. And, there is specific text that must be added to Page 2 of this NOD, which rebuts the specific letters you received – if any.

The website we are developing is designed to **automate this entire document customization process for you**. And to offer **support options, community forums, interactive video guides**, and more.

**We need your help to make this happen.** If you value this work and want to see it simplified, supported and expanded, please **become a Founding Donor at [inpowermovement.com](http://inpowermovement.com)**.

**\*\*\* PS. IF YOU SEE ANY TYPOS IN THIS GUIDE OR THE TEMPLATE, PLEASE EMAIL [DOCS@INPOWERMOVEMENT.COM](mailto:DOCS@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.

# CHECKLIST: Round 3 (Notice of Default)


**FOR DETAILED INFORMATION, SEE:**  
 1) Instructions (below)  
 2) Website & F.A.Q.: on [InPowerMovement.com](http://InPowerMovement.com)

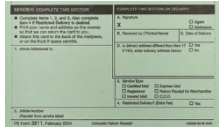
REFER TO YOUR “CHECKLIST: ROUND 1” for your Claimant details, and info on your Respondents, 2 Witnesses, and Notary

• **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)**  
RECOMMENDED. 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/>

**NOTE: FOR MAILING, USE THE UNITED STATES POST SERVICE, AS IT IS AN ADMINISTRATIVE AGENCY**

CUSTOMIZE YOUR NOD & 2 AFFIDAVITS OF NON RESPONSE (See “2.Document Preparation” section for details)

MAKE EXHIBIT(S) (See “3.Creating Your Exhibits” section for details)

BILL OF LADING FOR EACH RESPONDENT (See “4.Preparing Your BOLs” section for details)

BLUE PEN FOR SIGNING ALL DOCUMENTS

COPIES FOR EACH RESPONDENT, TO MAIL INDIVIDUALLY. Make 4+ copies of your signed NOD (with Exhibit)... i.e. one for each Respondent... 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 ROUND 3 (NOD) TRACKING NUMBERS, then VERIFY SUCCESSFUL DELIVERY (via [www.usps.com](http://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 YOUR FILE FOLDER NAMED “LIABILITY ACTION” – IN A SAFE PLACE **\*NOTE: NEVER SEND ORIGINALS!**

# INSTRUCTIONS: Round 3 (Notice of Default)

## 1. OVERVIEW

### WHAT WE ARE DOING:

We are sending the Round 3, entitled NOTICE OF DEFAULT AND IMMINENT LIABILITY CONCERNING TRESPASSING TECHNOLOGY (hereinafter “NOD”), to **4 Respondents PLUS ANYONE ELSE WHO SENT YOU A LETTER AFTER YOU SENT YOUR ROUND 2 NOF** who have now qualified to “join the contract” (per our terms within our NOL), and have themselves become additional Respondents included in your process from here forward.

In other words, just like in Round 2, if any of your 4 Respondents passed their documents off to a subordinate or a lawyer who sent you a letter, **the subordinate(s)/lawyer(s) have become Respondents themselves; and have become liable.**

You will add language that rebuts all letters you received (if any), and **include copies of those letters as Exhibit(s).**

Within this Round 3, **you are also preparing 2 single-page “Affidavits of Non Response”** – just like Round 2 – one for each of your Round 2 Witnesses to sign. This verifies that they never received any letters, on your behalf (just since you sent you Round 2 document) qualified as a **sufficient** Response according to the terms of your NOL. (A **sufficient** Response, as you recall, needs to include an Affidavit which successfully rebuts all of your terms within your NOL, and each point of your Round 1 Affidavit which you sent with your NOL.)

### THE STEPS WE’LL WALK THROUGH:

*First, you will:*

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

**KEY POINT:** In your NOD, just like in the NOF, you will add specific language to rebut any letters you or your Round 2 Witnesses received (*See 2. Document Preparation*)

*Then, for the signing:*

**You’ll meet with a NOTARY, and 2 WITNESSES**

#### **IMPORTANT POINTS IN CHOOSING WITNESSES:**

- While it is not required for you to use the same two Witnesses for each round, it is recommended.
- Your two Witnesses can be family, friends, or any living soul of age and sound mind.
- 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 two 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 Checklist in your secure file folder labeled “Liability Action”

## 2. DOCUMENT PREPARATION

1. **DOWNLOAD** the **Round 3 template** that is customized for your region and the matter you wish to address (e.g. ‘smart’ meters).
2. **READ THE FAQ** at <https://inpowermovement.com/faq>. At minimum, scan it to see the types of questions addressed and if any apply to you; and then refer to it along the way, as needed.
3. For your information, your Round 3 NOD is comprised of:
  - a. 4-page **Notice of Default**
  - b. **Exhibit(s)**: Copies of **all letters you received** (if any), labeled as “EXHIBIT A”, “EXHIBIT B”, etc.
  - c. Then your two single-page **Affidavits of Non Response** – signed by your Round **2** Witnesses, then Notarized
  - d. On top of each of your document packages will be a single-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 NOD and Affidavits to understand your document, and that everything is correct and aligned with your understanding. **If this is not the case, do not proceed.**
5. For your information, you will send to your 4 initial Respondents, **PLUS** anyone else who sent you a letter following Round **1** – **PLUS** anyone who sent you a letter following Round **2**. All of these people (if any) have now “joined the contract”. You will **add these people to Page 1 of your NOD**, as Respondent #5, #6, etc... depending on how many letters you received (if any) from people other than your 4 initial Respondents – and also include the Custom Rebuttal sections below.
6. **INSERT CUSTOM REBUTTAL SECTIONS #1, #2 and #3**. For **each letter you or your Round 2 Witnesses received**, **PASTE** into your NOD Template and **CUSTOMIZE** the following sections, at the locations defined below:
  - 1) On Page 1, under where it names your 4 initial Respondents, and above the “Yet to be named” line, add the following for **the sender of each letter who was not already a Respondent**. *They have now become additional Respondent(s).*
    5. **Name of Letter Sender** acting as **Title/Position of Sender** of **COMPANY/ORGANIZATION OF SENDER** and as the **man *or* woman**
  - 2a) At either the bottom of page 1 or top of page 2, previous to “**NOTICE OF DEFAULT**” section:
 

This **NOTICE OF DEFAULT AND IMMINENT LIABILITY CONCERNING TRESPASSING TECHNOLOGY** supersedes and suspends the vague letter dated **Date of their letter** from **Name of Letter Sender**, acting as **Title/Position of Sender** of **COMPANY/ORGANIZATION OF SENDER** (see EXHIBIT(s), void of any substantive facts or laws in support of this **man *or* woman**’s positions. Until some superior fact or law is on the record, this letter is deemed void for vagueness under color of law, and has been deemed an insufficient response according to the contract, **NOTICE OF LIABILITY REGARDING THE INSTALLATION OF TRESPASSING TECHNOLOGY.**

**2b) If the letter was received from a third party (i.e. not an initial Respondent), add this paragraph immediately below the previous edit:**

**Name of Letter Sender** has also qualified as a party seeking to join the instant contract, **NOTICE OF LIABILITY REGARDING THE INSTALLATION OF TRESPASSING TECHNOLOGY**, and is immediately subject to the all terms and fee schedules therein, including but not limited to a joinder fee, to be billed and enforced at the sole discretion of the Claimant, of Ten Million United States Dollars per each attempt/event of impairment as clearly stated in the said contract under the section “**Joining the Contract**”. As such, **Name of Letter Sender** has been added as a Respondent/Libellee to the said contract, which was sent to the original Respondents/Libellees by **UNITED STATES POSTAL SERVICE Certified Mail** on **Date NOL Mailed**.

**3a) In the PLAIN STATEMENT OF FACTS (Page 3), insert & customize the following, after Point #4:**

5. **One/Two/Three/Four** envelope(s) (was/were) received which (each) constituted **Insufficiency of Response**, as clearly defined in the terms of the contract, **NOTICE OF LIABILITY REGARDING THE INSTALLATION OF TRESPASSING TECHNOLOGY**. See Exhibit(s)

**3b) If the letter was received from a third party (i.e. not an initial Respondent), add this – one for each such letter, immediately below the previous edit:**

6. The envelope received from **Name of Letter Sender** constituted **Joining the Contract**, as clearly defined in the contract, **NOTICE OF LIABILITY REGARDING THE INSTALLATION OF TRESPASSING TECHNOLOGY**. The third party interloper **Name of Letter Sender** has become a Respondent/Libellee jointly and severally with the original Respondents/Libellees, and is subject to all terms and fees, including but not limited to the joinder fee.
7. **FILL IN** the remainder of the blank spaces indicated in your Round 3 **NOD Template**, which have a **yellow background**. Be thorough and concise. As you edit each highlighted item, remove the yellow background.
8. **FILL IN** your **two Affidavit of Non Response Templates** in blank spaces indicated, which have a **yellow background**. (These will be from your two Round 2 Witnesses, and will be signed by them. So you will type the names and mailing addresses your **Round 2 NOF Witnesses**. Put *your* name only once in the upper part of each Affidavit, where it says “GivenName Surname”.) Be thorough and concise. As you edit each highlighted item, remove the yellow background. These are to be Notarized.
9. Leave your **Bills of Lading** unedited for now. We’ll do those momentarily.
10. 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 is highlighted, unless there is something you do not agree with.
11. Double-check that you have filled in all the areas that need editing.
12. After you’ve finished customizing your documents, Save As a new .doc, in **your existing computer folder named “Liability Action”**.

### 3. CREATING YOUR "EXHIBIT(S)"

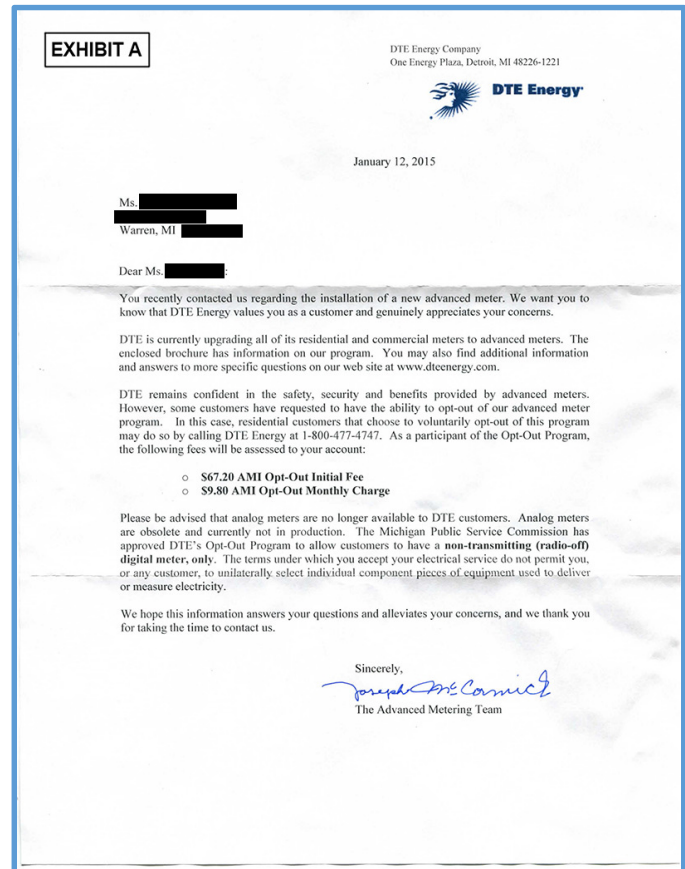
An Exhibit is an addendum to a document. As it is referred to in the **Notice of Default** itself (if you received letters to be rebutted), it must be included.

In the case of your **Notice of Fault (Round 2)**, and your **Notice of Default (Round 3)**, your Exhibit(s) are copies (or printed scans) of the letter(s) you or your Witnesses received since sending the previous Round.

**EXAMPLE: To the right is a sample exhibit. →**

#### Step-by-Step: Creating your "Exhibit(s)"

1. Copy (or scan & print) all letter(s) received by you or your Witnesses, since sending Round **2**.
2. **LABEL** each letter at top of the first page as "**EXHIBIT A**", "**EXHIBIT B**", etc and include immediately after your 4-page NOD.
3. If an Exhibit is more than 1 page, include the label at the top of each page. You may either type or hand-write the label.
4. FYI: After you print out your documents (next page), you will add your Exhibit(s) to your NOD - insert after Page 4.



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

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

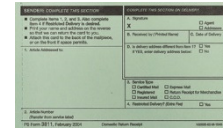
1. Open the **NOD Template document** you’ve been customizing. Locate the 4 identical-looking **Bill of Lading** pages, toward the end.
  - a. Watch the latter section of InPower Docu-Series: Episode 2, which walks through the Bill of Lading.
  - b. **Also, see the example at right. →**
2. **CUSTOMIZE** each of these 4 pages in the **YELLOW HIGHLIGHTED AREAS**, and remove the yellow background.
3. If you have new Respondents – i.e. if you received any letters from third parties – copy the last BOL page in your Word document, and paste it at the end. Create a new BOL for each new Respondent.
4. Your Respondent information will be in the upper right. **TIP: You can copy your BOL Respondent info used in your Round 2 process, and paste it into your new BOLs as a starting point.**
5. 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/military jurisdiction.*
6. 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.*
7. In the Cargo Manifest section, double check that your document titles include the correct title of this round: **NOTICE OF DEFAULT AND IMMINENT LIABILITY CONCERNING TRESPASSING TECHNOLOGY** – and also 2 **AFFIDAVITS OF NON RESPONSE**. (If you’re doing this as a group, the Cargo Manifest section will be expanded. Remember that it’s essentially just a listing of all documents being shipped – within commerce.)
8. If you are not going to use a Notary on your NOD, be sure to remove where it says **“Notarized copy of”** prior to that line in the Cargo Manifest section. *Having your Affidavits Notarized is required. Having your NOD Notarized is highly recommended.*
9. Before printing your entire document, double-check everything is accurate. Do a complete read-through, making sure everything is correct and aligned with your understanding.
10. **SAVE** and **PRINT** your full, customized document. (i.e. 4-page NOD, 2 single-page Affidavits, and 4+ BOLs.)
11. Place a copy of all Exhibits after the last page (page 4) of your NOD.
12. **Do not staple anything yet.** Paperclips are better to use at this point, until after the documents have been signed & copied.

BILL OF LADING										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Ship From</th> </tr> </thead> <tbody> <tr> <td> <b>From:</b>  <u>Timothy James</u>  <small>Witness #1 (printed)</small> </td> </tr> <tr> <td> <b>Address:</b>  <u>c/o #3 - 777 Liberty Street</u>  <small>Mailing address</small>  <u>Cleveland, Ohio</u>  <small>City State/Prov</small> </td> </tr> <tr> <td> <b>From:</b>  <u>Susan Doe</u>  <small>Witness #2 (printed)</small> </td> </tr> <tr> <td> <b>Address:</b>  <u>c/o 111 Constitution Drive</u>  <small>Mailing address</small>  <u>Detroit, Michigan</u>  <small>City State/Prov</small> </td> </tr> </tbody> </table>	Ship From	<b>From:</b> <u>Timothy James</u> <small>Witness #1 (printed)</small>	<b>Address:</b> <u>c/o #3 - 777 Liberty Street</u> <small>Mailing address</small> <u>Cleveland, Ohio</u> <small>City State/Prov</small>	<b>From:</b> <u>Susan Doe</u> <small>Witness #2 (printed)</small>	<b>Address:</b> <u>c/o 111 Constitution Drive</u> <small>Mailing address</small> <u>Detroit, Michigan</u> <small>City State/Prov</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Ship To</th> </tr> </thead> <tbody> <tr> <td> <b>To:</b>            John Smith            c/o DETROIT UTILITY INC            567 Corporate Avenue            Detroit, Michigan            48222         </td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Carrier/Shipper</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">           United States Postal Service            7012 3460 0002 6919 8817  <small>(Certified or Registered Mail)</small> </td> </tr> </tbody> </table>	Ship To	<b>To:</b> John Smith c/o DETROIT UTILITY INC 567 Corporate Avenue Detroit, Michigan 48222	Carrier/Shipper	United States Postal Service 7012 3460 0002 6919 8817 <small>(Certified or Registered Mail)</small>
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<p><b>Cargo Manifest</b></p> <ol style="list-style-type: none"> <li>1. Notarized copy of NOTICE OF LIABILITY CONCERNING TRESPASSING TECHNOLOGY, from Jane Doe</li> <li>2. Notarized copy of AFFIDAVIT, from Jane Doe</li> <li>3. A copy of this BILL OF LADING</li> </ol> <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 face and custody of the carrier and service: United States Postal Service.</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"><u>Timothy James</u></td> <td style="width: 50%;"><u>June 3, 2016</u></td> </tr> <tr> <td>Witness #1</td> <td>Date</td> </tr> <tr> <td><u>Susan Doe</u></td> <td><u>June 3, 2016</u></td> </tr> <tr> <td>Witness #2</td> <td>Date</td> </tr> </table>		<u>Timothy James</u>	<u>June 3, 2016</u>	Witness #1	Date	<u>Susan Doe</u>	<u>June 3, 2016</u>	Witness #2	Date	
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Witness #1	Date									
<u>Susan Doe</u>	<u>June 3, 2016</u>									
Witness #2	Date									

## 5. PREPARING YOUR ENVELOPES

1. 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)**

**RECOMMENDED.** 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/>

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

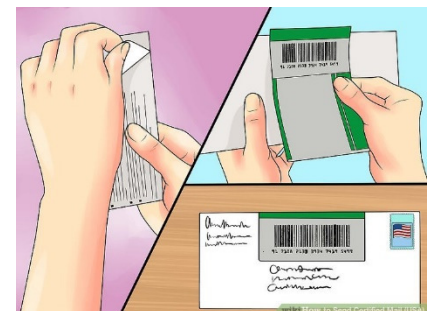
**OR**

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/>

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

- a. Put the thin “tracking #” sticker of the Certified Mail Receipt in the BOL’s “Carrier/Shipper” box, directly under “United States Postal Service”.
- b. 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.*
- c. 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.*
- i. 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.

- 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:**
- Matching a Green Postcard up with each envelope, write the following on it:
    - In Section 1: write Respondent's name & mailing address
    - In Section 2: write tracking # in the "Article Number" section of each Green Postcard.
    - In Section 3: check "Certified Mail"
    - On the back, write the return address for your 1<sup>st</sup> Witness (who is listed as Shipper on your BOL).
  - 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

- Make a signing appointment with 2 Witnesses, and a Notary Public. *Tip: it is helpful (but not required) to find a Notary that is supportive to the process, and if you are signing as a group, can charge a nominal per hour rate instead of per document. Also, if 1-2 people in your group want to become a Notary, this would help even more.* Find a Notary: [http://www.notaryrotary.com/agent/find\\_a\\_notary.asp](http://www.notaryrotary.com/agent/find_a_notary.asp)
  - NOTE: If you're in the USA, using a Notary on your NOL/NOF/NOD documents 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. However, using a Notary on Affidavits is required.*
- Meet your Witnesses and your Notary and sign the documents in the presence of all parties. **Bring identification** for the Notary.
- At the signing, here's what to do:
  - You** will date the top of the NOD (page 1); and then sign & date the NOD (page 4).
  - Your Round 3 Witnesses** (*likely the same as your Round 1&2 witnesses, but not required*) will write their info in the NOD (page 3); and then sign the NOD (page 4).
  - Your Round 2 Witnesses** will write the location, the date and then sign an **Affidavit of Non Response**, verifying that a sufficient response has not been received. *These Affidavits of Non Response can be witnessed by 1) you and 2) the other Witness to your process.*
  - Be sure the **Notary SIGNS & STAMPS** page 4 of the NOD **and** both Affidavits of Non Response.

**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 a minimum\* of 4 photocopies of your signed NOD (w/ Exhibits, if any) & Affidavits.**
- \* - i.e. Make 1 copy for each Respondent you now have. If you received a total of 2 letters from third parties, you will now have 6 Respondents.**
- 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 **NOD**
  - c. A copy of your **Exhibits** (See “Creating Your *Exhibit(s)*” Instructions)
  - d. A copy of your **2 Affidavits of Non Response**
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 NOD.
  - 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, **pull out the “Liability Action” file** you previously made for this process. **Store your original signed documents in it**, along with your **Certified Mail Receipts, payment receipts**, and your completed **Round 3 Checklist**. 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 completion of ROUND #3! in a process of 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](http://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 30+ DAYS:** Do Round 4 of the process, the first “Accounting and True Bill”.  
**Minimum 30 full days from shipping date of Round 3.**

-----N.O.D. SECTION ENDS HERE-----