



How To Layout A Notice

Time Sensitive Document:

Simply means there is a time limit to respond.

Estoppel Conditions Apply:

This works in combination with a time sensitive document and alerts the recipient that once the time period is up their ability to respond is terminated.

Meaning any conditions within the noticed have now latched.

Address:

Your name and address is written on the right side, as this indicates you are the creditor.

The person you are sending the notice to has their name and address listed on the left, as they are the debtor.

Note: Names written should be without titles, and written with capital letter first, with the rest of the name in lower case. Any names mentioned should not be in all caps.

(We, us, our) next to your name means that if these words are used within your notice they are referring to you.

(You, your) next to the recipient's name means that if these words are used within your notice they are referring to them.

Date:

Every notice, in fact every legal document must be dated.

Office Found:

Office found is taken from English law; when an inquisition is made to the king's use of anything, by virtue of office of him who inquires, and the inquisition is found, it is said to be office found.

Meaning once a sovereign delivers notice then the office is found, and the notice has been delivered.

Notice to Agent:

Within the universal maxim of law notice to agent is notice to principal, notice to principal is notice to agent. All addressed parties jointly and severally as well as their successors, nominees and assigns.



Meaning once you give notice to an agent for the principle then it is the responsibility of the agent to deliver.

Notice of Claim:

You must title your notice so it is clear that what the recipient is reading is, without doubt, a notice.

What is it About:

Re: incident that involved a billy bob van, which ran over my garden gnome on the 8th June 2021.

Give a brief reference to what the notice is about. It is good practice to add the date of what you are referring to.

Who is it To:

Every notice must be sent to a living breathing man or woman to have legal and lawful standing.

A notice should never be addressed to a legal fiction, or solely to a title of the person you are giving notice to.

They will hide behind their title and legal fiction.

Salutations:

Greetings are only to be used within letters.

A notice is not about greetings it is business so make it clear who it is to.

In a notice you only make reference to their title, and do not address it to their title.

Never use anonymous salutations such as “To whom it may concern” or “Sir or Madam”. It must always be a name.

Declaration:

Give a declaration that you are indeed serving them notice, and make reference as to why.

I hereby give you written notice of claim regarding the damage to my property and trespass thereof, which occurred at 14.32pm on Tuesday the 8th of June.

My garden gnome of extreme rarity and of considerable value was damaged beyond repair after a van, with billy bob signage and displaying the registration of 1234 ABC, reversed onto my property without authorisation and ran over my gnome.

You are hereby notified of the following points:



Points:

Layout each point, one at a time and number each point.

1. Just stick to the facts and clearly describe the situation point by point.
2. Number each fact one at a time.
3. Avoid paragraphs.
4. Keep each point short avoid unnecessary long words and descriptive language.
5. Leave out any emotion.
6. detail any costs, fee schedule and claim
7. Give notice of any time limit to pay.
8. Notify them of escalation if the notice is ignored.
9. Give warning of any violation of your notice and the consequences.

Closing Statement:

Once your points are made, you can now conclude your points with a closing statement that detailed the issue.

This notice cannot and will not be overruled, superseded or overturned by anyone as no authority has been given to do so.

Any attempt to undermine this notice shall be considered a criminal act by all those who do so.

Reply required:

If you require a response, notify them of this and detail them in what format their response should be.

Written and signed is the strongest form of evidence for use within court, so stipulate this.

Avoid phone calls, texts, and even e-mails.

I require written and signed correspondence by the person named within this notice stating that it has been acknowledged.

Note: if the notice is replied by anyone other than the person named within your notice, the reply has no legal standing.

Any latches within your notice are now activated.

Acquiescence and Laches:

The word Acquiesce means to accept something reluctantly but without protest, usually when no response is given or the response is a non-rebuttal.



A legal latch is from French Equity Law and was first created in the Napoleonic era. It is a written notice with a limited time period to act. The notice will have a closing dated and a consequence after said closing date.

I hereby give you 30 days' notice to respond. If we receive no reply within those 30 days given it shall hereby be taken as your assent and agreement.

- i. the matter is finalised, and***
- ii. It is acknowledged that you agree to all the conditions within this notice.***

Courtesy:

When writing letters, documents and notices, it should always been shown that you displayed courtesy to the opposing side.

Please be advised that I have taken the time and courtesy to write to you in person, and I would respectfully request that you, in all good conscience, return the courtesy and respond in writing.

Note: you require a written and signed document from the person named in your notice.

Any other form of correspondence, such as e-mail, text and phone calls are not good to prove legal standing.

Respect and Honour:

Although you are entering into a dispute, it is honourable that you are only dealing with the issue at hand and not for other nefarious reasons.

Thank you for your time and assistance in this matter. Signed with respect and honour, and without malice, vexation, argument or merriment.

Syntax:

When writing any letter, document or Notice, and considering Black's Law dictionary, you may wish to stipulate the syntax you are using.

For example: if you wish to use the word parent, affix a number to it, parent^[1] and then add the meaning of the word at the bottom of the document alongside the number. [1] Parent: (Oxford English Dictionary) a person's father or mother.



Returning Documents:

Never ever write on an original document sent to you, including the envelope. If sent via royal mail then all the markings have legal implications, plus the envelope is date stamped to prove the date you received it, as it may not correspond with the date on the document.

If the document that was sent to you has errors and omissions, then make a copy of the original document and then notarise each error with a number, then draw up a list of each number with its corresponding error or query.