

INSTRUCTIONS FOR FILING JOINDER TO THE PETITION:

Joinder Documents:

1. Joinder Paperwork in “Pleading” format (text with numbers down the left side)
2. Declaration in regular document format
3. Exhibit cover sheets
4. Any correspondence regarding “mandates” from ISEN/DHR and/or your department

Instructions to Complete your Paperwork:

1. Joinder – With Notice and Opportunity Process documents
 - a. Locate all **red text** and change it per what it says, ie: **First Name Last Name**. **Then change all edited text back to black.**
 - b. Review exhibits lists and remove the documents you did not send. The first 4 in black are the main Notice and Opportunity documents.
For Example: If you only sent the Conditional Acceptance, delete all document titles in the list from Exhibit 2 - 7. Then Change Exhibit 8 to the next number in the sequence (so, if you only sent a Conditional Acceptance, you will have to renumber Exhibit 8 to Exhibit 2).

Exhibit 1: Conditional Acceptance

Exhibit 2: Courtesy Notice

Exhibit 3: Notice of Default

Exhibit 4: Notice of Estoppel

Exhibit 5: Notice of Liability

Exhibit 6: Notice of Violations

Exhibit 7: Notice of Violation of Estoppel

Exhibit 8: Correspondence from ISEN and CITY AGENTS

- c. Print out and sign in blue ink on the line at the end of the document
 - d. Have 2 witnesses (not other petitioners or Joinders or process servers) sign on Witness signature lines in blue ink
 - e. This document goes **FIRST** in the order of documents
2. Declaration – This will be your statement of Truth and Fact for you.
 - a. Locate all **red text** and change it per what it says, ie: **First Name Last Name** should be changes to your name
 - b. Section 8:

- i. Text with **Chief of Fire Department Jeanine Nicholson** and **Fire Department** needs to be changed to the correct head of your department if you are in a different department
 - ii. The large sections of **red text** are an example only, personalize this section and make it your own regarding your experience. Please do not re-use the exact text in red, it is solely as an example
 - iii. If you want to list examples of the email or other correspondence you received from ISEN or your supervisor or other people in your department, you can. If not, delete the examples in red
- c. Section 9:
 - i. If you sent fewer documents than what are listed here, delete what you did not send and **then** change the text to black
- d. Section 11:
 - i. If you did not send the Notice of Liability through The Notice of Violation of Estoppel, remove the paragraph in red.
 - ii. If you did send the Notice of Liability through The Notice of Violation of Estoppel which contained the fee schedule information. Change the **\$XX,XXX** to the dollar amount that matches what you wrote in your documents and **then** change the text to black.
- e. Bottom Paragraph, The American's Creed (in red): Can be deleted if you do not wish to leave in.
- f. Print out and sign in blue ink on the line at the end of the document
- g. Have 2 witnesses (not other petitioners or Joinders or process servers) sign on Witness signature lines in blue ink
- h. This document goes **SECOND** in the order of documents

3. Exhibits and Exhibit Cover Sheets

- a. Print out the attached Exhibit cover sheets
- b. Print out all correspondence you received from Isen and your supervisor or other people in your department that you wish to include as examples and **arrange in chronological order.**
- c. Collate the Exhibit Numbers with the corresponding documents (use list below as your guide). For Example:

Exhibits

- 1 – Conditional Acceptance
- 2 – Courtesy Notice
- 3 – Default Notice
- 4 – Estoppel Notice
- 5 – Notice of Liability
- 6 – Notice of Violations
- 7 – Notice of Violation of Estoppel
- 8 – Correspondence

- d. Write/label on the bottom right corner of each Document with the Exhibit number and Page number. Example Exhibit 1, Page 1; Exhibit 1, Page 2 **until you reach the**

- end of all pages related to that Exhibit.** This will include your original document as well as your receipts (your receipt pages – original registered mail slip **and** green return receipt – please only provide copies of these documents. **Keep the originals**).
- e. This is the **THIRD** in the order of the documents

4. Collate all documents in the following order

- a. JOINDER
- b. DECLARATION
- c. EXHIBITS

5. YOU CAN FILE IN THE FOLLOWING WAYS:

- a. PHYSICALLY BRING TO THE COURT or
- b. FILE ELECTRONICALLY THROUGH COURT ONLINE SYSTEM or
- c. DELIVER TO EIGIL IN PAPER FORM AND HE WILL FILE FOR YOU or
- d. SCAN ALL DOCUMENTS TOGETHER AND EMAIL IN PDF FORMAT TO EIGIL AND HE WILL PRINT OUT AND FILE FOR YOU