

## Massachusetts General Litigation Document Library

### AUTHORIZATIONS

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Client's Authorization for Criminal Records  
Client's Authorization for Employment Records

Client's Authorization for Medical Records  
Client's Authorization for Social Security Records  
Consent for Release of Confidential Health Care Information

### CORRESPONDENCE - COURTS AND DEPUTY SHERIFFS

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Letter to Clerk re Change of Hearing Date  
Letter to Clerk re Complaint  
Letter to Clerk re Defendant's Address Change - Small Claims  
Letter to Clerk re Defendant's Request to Vacate Judgment  
Letter to Clerk re Dismissal  
Letter to Clerk re Enclosure(s) – General

Letter to Clerk re Hearing on Notice to Show Cause  
Letter to Clerk re Plaintiff's Request to Vacate Judgment  
Letter to Clerk re Request for Execution of Judgment  
Letter to Clerk re Return of Service  
Letter to Deputy Sheriff re Service of Capias  
Letter to Deputy Sheriff re Summons & Complaint

### CORRESPONDENCE - DEFENDANT

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Letter to Defendant - 30-Day Demand Letter under M.G.L.  
Chapter 93A  
Letter to Defendant re Notice to Add Party Defendant  
Letter to Defendant's Attorney re Acceptance of Settlement Offer  
Letter to Defendant's Attorney re Enclosure(s) – General

Letter to Defendant's Attorney re Issuance of Capias  
Letter to Defendant's Attorney re Notice of Judgment  
Letter to Defendant's Attorney re Rejection of Settlement Offer  
with Counter-Offer  
Letter to Defendant's Attorney re Settlement Offer

### CORRESPONDENCE - GENERAL

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Letter - General

### CORRESPONDENCE - PLAINTIFF

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Letter to Plaintiff's Attorney re Acceptance of Settlement Offer  
Letter to Plaintiff's Attorney re Enclosure(s) – General

Letter to Plaintiff's Attorney re Rejection of Settlement Offer  
with Counter-Offer  
Letter to Plaintiff's Attorney re Settlement Offer

### COURT FORMS

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Affidavit of Indigency and Determinations Regarding Fees and  
Costs  
Demand for Jury Trial  
Emergency Affidavit  
Military Affidavit  
Statement of Damages - District Court  
Statement of Damages – General

Statement of Damages - Superior Court (Civil Action Cover  
Sheet)  
Statement of Small Claim and Notice of Trial  
Subpoena Duces Tecum  
Supplement to Affidavit of Indigency  
Trial Subpoena  
Trial Subpoena Duces Tecum  
Uniform Counsel Certification Form

### DISCOVERY

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Deposition Subpoena  
Deposition Subpoena Duces Tecum

Interrogatories, Defendant to Plaintiff - General  
Interrogatories, Plaintiff to Defendant - General  
Request for Production, Plaintiff to Defendant – General

## **GENERAL**

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Bill of Sale (Massachusetts)  
Case Intake Sheet  
Contingent Fee Agreement

Durable Power of Attorney  
General Release  
Promissory Note

## **MOTIONS**

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Motion - General  
Motion for Continuance  
Motion for Issuance of Bench Warrant  
Motion for Judgment for Failure to Answer Interrogatories  
Motion for Leave to Take A Limited Deposition  
Motion for Protective Order - General  
Motion for Relief from Judgment  
Motion for Restraining Order  
Motion for Restraining Order Against Unrelated Third Parties  
Motion for Sanctions Under Rule 37  
Motion for Short Order of Notice on Motion  
Motion for Summary Judgment  
Motion for Trustee Process  
Motion for Wage Assignment  
Motion for Writ Ne Exeat  
Motion for Writ of Habeas Corpus  
Motion in Objection to Request for Trial  
Motion to Add Party Defendant  
Motion to Amend Complaint  
Motion to Appoint Stenographer  
Motion to Attach Personal Property  
Motion to Attach Personal Property (Ex Parte)  
Motion to Attach Real Estate  
Motion to Attach Real Estate (Ex Parte)  
Motion to Compel Answers to Interrogatories & for Fees

Motion to Compel Production of Documents & for Fees  
Motion to Disqualify Opposing Counsel for Conflict of Interest  
Motion to Exclude Tax Returns from Evidence  
Motion to File More than Thirty Interrogatories  
Motion to Impound  
Motion to Permit Inspection of Real Estate  
Motion to Remove Default Judgment  
Motion to Set Discovery Schedule and to Establish Pre-Trial Conference  
Motion to Strike Portion of Pre-Trial Memorandum  
Motion to the Court and Affidavit  
Motion to Transfer Case  
Motion to Withdraw as Counsel  
Plaintiff's Motion Ex Parte for Alternate Service  
Plaintiff's Motion for Assessment of Damages - Default  
Plaintiff's Motion for Default Judgment  
Plaintiff's Motion for Order of Notice by Publication  
Plaintiff's Motion for Preliminary Injunction  
Plaintiff's Motion for Re-transfer to Superior Court  
Plaintiff's Motion for Summary Judgment  
Plaintiff's Motion to Extend Time to Answer Interrogatories  
Plaintiff's Motion to Proceed in Forma Pauperis  
Second Motion to Compel Production of Documents  
Witness' Motion to Quash Subpoena

## **NOTARY**

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Notary Jurat - Affidavit or Other Sworn or Affirmed Declaration  
Notary Jurat - Attorney-Principal  
Notary Jurat - Certified Copy

Notary Jurat - Individual with Oath or Affirmation  
Notary Jurat - Individual without Oath or Affirmation  
Notary Jurat - Representative of Business Entity

## **NOTICES AND REQUESTS**

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Certificate of Service & Notice of Hearing - General  
Certificate of Service – General Entry of Appearance  
Entry of Appearance & Certificate of Service  
Notice of Appeal  
Notice of Taking Deposition & Certificate of Service  
Plaintiff's Request for Default Judgment  
Plaintiff's Request for Re-transfer to Superior Court

Request for Findings of Fact and Rulings of Law – General (Defendant)  
Request for Findings of Fact and Rulings of Law – General (Plaintiff)  
Request for Jury Instructions - Negligence (Plaintiff)  
Withdrawal of Appearance (with Assent)  
Withdrawal of Appearance (without Assent)

## **PLEADINGS**

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Complaint - General  
Order for Preliminary Injunction  
Order of Attachment  
Plaintiff's Affidavit in Support of Real Estate Attachment

Plaintiff's Affidavit per Rule 4.1  
Plaintiff's Certificate of Compliance re Long Arm Statute  
Stipulation of Dismissal