

# MACRO SHEET

## Clerk Macros

### CivAdmin - Adoption Approval

[CENTER][IMG width="200px" height="200px"]https://i.imgur.com/1XZIEBY.png[/IMG]  
[B]Clerk of the Courts of San Andreas[/B]  
{thread\_title}  
{forum\_title}  
[/CENTER]

All Parties,

The payment of [COLOR=rgb(251, 160, 38)][B]\$500[/B][COLOR] has been [COLOR=rgb(97, 189, 109)][B]paid[/B][COLOR]. Therefore this Adoption is [COLOR=rgb(97, 189, 109)][B]Approved[/B][COLOR] and shall be registered with the State.

[COLOR=rgb(250, 197, 28)][B]Please allow up to 7 days for your name change to process, and the paperwork to be finalized with the State. Please note that you will need to update all of your identification once the process is completed.[/B][COLOR]

Regards,  
{my\_username}  
Court Clerk  
State of San Andreas

## CivAdmin - Adoption Fee

[CENTER][IMG width="200px" height="200px"]https://i.imgur.com/1XZIEBY.png[/IMG]  
[B]Clerk of the Courts of San Andreas[/B]  
{thread\_title}  
{forum\_title}  
[/CENTER]

All Parties,

To proceed with this Adoption Request, [COLOR=rgb(247, 218, 100)][B]please reach out to and meet with any Court Clerk or Judge in order to pay[/B][[/COLOR] an administrative processing fee of [COLOR=rgb(251, 160, 38)][B]\$500[/B][[/COLOR] this fee is integral to the proceedings, covering administrative costs associated with the adoption process.

[COLOR=rgb(250, 197, 28)][B]If you have any trouble contacting a Clerk or a member of the Judiciary for this within a reasonable amount of time please let us know and we can work to schedule this.[/B][[/COLOR]

Signed,  
{my\_username}  
Court Clerk  
State of San Andreas

## CivAdmin- Name Change Hearing

[CENTER][IMG width="200px" height="200px"]https://i.imgur.com/1XZIEBY.png[/IMG]  
[B]Clerk of the Courts of San Andreas[/B]  
{thread\_title}  
{forum\_title}  
[/CENTER]

All Parties,

To proceed with this process, [B][COLOR=rgb(247, 218, 100)]please meet with any Court Clerk or Judge[/COLOR][[/B] to have a brief [COLOR=rgb(209, 72, 65)][B]Name Change Hearing[/B][[/COLOR] and explain in person your reasoning for wanting a name change in more detail. Also, should the name change be accepted, you will have to pay a [B][COLOR=rgb(251, 160, 38)]\$500[/COLOR][[/B] administrative processing fee. This fee is integral to the proceedings, covering administrative costs.

[B][COLOR=rgb(97, 189, 109)]We also need someone from the [Insert Last Name] family to be at the hearing as well.[/COLOR]

[COLOR=rgb(250, 197, 28)][B]If you have any trouble contacting a Clerk or a member of the Judiciary for this within a reasonable amount of time please let us know and we can work to schedule this.[/COLOR][[/B]

Regards,  
{my\_username}  
Court Clerk  
State of San Andreas

## CivAdmin - Name Change Paid

[CENTER][IMG width="200px" height="200px"]https://i.imgur.com/1XZIEBY.png[/IMG]  
[B]Clerk of the Courts of San Andreas[/B]  
{thread\_title}  
{forum\_title}  
[/CENTER]

All Parties,

The payment of [COLOR=rgb(251, 160, 38)][B]\$500[/B]/[COLOR] has been [COLOR=rgb(97, 189, 109)][B]paid[/B]/[COLOR]. After reviewing this request, I see no reason to deny it, therefore this Name Change Request is [COLOR=rgb(97, 189, 109)][B]Approved[/B]/[COLOR] and shall be registered with the State.

[COLOR=rgb(250, 197, 28)][B]Please allow up to 7 days for your name change to process, and the paperwork to be finalized with the State. Please note that you will need to update all of your identification once the process is completed.[/B]/[COLOR]

Regards,  
{my\_username}  
Court Clerk  
State of San Andreas

### [CivAdmin - Marriage Approval](#)

[CENTER][IMG width="200px" height="200px"]<https://i.imgur.com/1XZIEBY.png>[/IMG]  
[B]Clerk of the Courts of San Andreas[/B]  
{thread\_title}  
{forum\_title}  
[/CENTER]

All Parties,

The payment of [COLOR=rgb(251, 160, 38)][B]\$500 + \$1000[/B][COLOR] has been [COLOR=rgb(97, 189, 109)][B]paid[/B][COLOR]. Therefore this Marriage is [COLOR=rgb(97, 189, 109)][B]Approved[/B][COLOR] and shall be registered with the State.

[COLOR=rgb(250, 197, 28)][B]Please allow up to 7 days for your name change to process, and the paperwork to be finalized with the State. Please note that you will need to update all of your identification once the process is completed.[/B][COLOR]

Regards,  
{my\_username}  
Court Clerk  
State of San Andreas

### [CivAdmin - Marriage Fee](#)

[CENTER][IMG width="200px" height="200px"]<https://i.imgur.com/1XZIEBY.png>[/IMG]  
[B]Clerk of the Courts of San Andreas[/B]  
{thread\_title}  
{forum\_title}  
[/CENTER]

All Parties,

To proceed with this marriage Request, [COLOR=rgb(247, 218, 100)][B]please reach out to and meet with any Court Clerk or Judge in order to pay[/B][COLOR] an administrative processing fee of [COLOR=rgb(251, 160, 38)][B]\$500 + \$1000[/B][COLOR] this fee is integral to the proceedings, covering administrative costs associated with the marriage process.

Regards,  
{my\_username}  
Court Clerk  
State of San Andreas

**CivAdmin(Senior Clerks) - Divorce Intro + Fee**

[CENTER][IMG width="200px" height="200px"]https://i.imgur.com/1XZIEBY.png[/IMG]

[B]Clerk of the Courts of San Andreas[/B]

{thread\_title}

{forum\_title}

[/CENTER]

All parties,

My name is [name] and I will be looking after this divorce. An administrative fee of \$500 is required. This will be invoiced to the plaintiff unless otherwise agreed upon in this docket. This fee is integral to the proceedings, covering administrative costs.

[COLOR=rgb(250, 197, 28)]If you have any trouble contacting a Clerk or a member of the Judiciary for this within a reasonable amount of time to complete the fee, please let us know and we can work to schedule this.[/COLOR]

To the Plaintiff,

Can you confirm no assets needed to be divided or returned to yourself.

To the respondent,

Can you confirm if you are contesting this divorce, will be getting representation or have assets to divide. You have 48 hours from the time of this post to respond or the docket can result in default judgement.

Regards,

{my\_username}

Court Clerk

State of San Andreas

**CivAdmin(Senior Clerks) - No Contest Divorce - Approved**

[CENTER][IMG width="200px" height="200px"]https://i.imgur.com/1XZIEBY.png[/IMG]  
[B]Clerk of the Courts of San Andreas[/B]  
{thread\_title}  
{forum\_title}  
[/CENTER]

All Parties,

As indicated above there is no contest to this divorce so I see no reason to take it to a hearing.

The payment of [COLOR=rgb(251, 160, 38)][B]\$500[/B][COLOR] has been [COLOR=rgb(97, 189, 109)][B]paid[/B][COLOR].

On this basis I will be [COLOR=rgb(97, 189, 109)][B]granting[/B][COLOR] the divorce and will file the relevant paperwork with the state.

As such, [COLOR=rgb(133, 1, 1)][B][I][INSERT MARRIAGE CASEFILE][I][COLOR] will no longer be viewed as a valid marriage within the State of San Andreas.

[COLOR=rgb(250, 197, 28)][B]Please allow up to 7 days for your name change to process, and the paperwork to be finalized with the State. Please note that you will need to update all of your identification once the process is completed.[/B][COLOR]

Regards,  
{my\_username}  
Court Clerk  
State of San Andreas

## **Notice of Docket**

[CENTER] [IMG width="301px" height="301px"]https://i.imgur.com/1XZIEBY.png[/IMG]  
[B][SIZE=6]San Andreas Clerk of the Courts Office[/SIZE][B]  
[SIZE=5]Notice to Docket[/SIZE][B]/CENTER]

This letter is sent to you as notice that you must advise the courts of your defense for the following case:

[url={?+Case\_URL}]{?+Case\_Name}[/url]

[B]Please advise the courts of your representation within 48 hours.[/B]

A lack of response on your part may subject you to further consequences such as a default judgment, contempt of court, and all the additional times and fines that will come with those.

If you are finding any of the processes difficult, please reach out and assistance can be offered. The court can help you find a lawyer if you do not have one, or if you wish not to have one the court can help provide you with some resources that may help you self-represent.

CC:

Defense/Respondent:

@[Respondent]

Prosecution/Plaintiff:

@[Plaintiff]

Clerks CC:

@Autumn Young

@Saoirse Windley

@Luna Loveday

@Michael White

@August Windley

@Nathan Flynn

Judge CC:

@[Judge Username]

Forwarded by,

{my\_username}

Court Clerk

State of San Andreas

## **Notice to Schedule**

[CENTER] [IMG width="301px" height="301px"]https://i.imgur.com/1XZIEBY.png[/IMG]

[B][SIZE=6]San Andreas Clerk of the Courts Office[/SIZE]/[B]

[SIZE=5]Notice to Schedule[/SIZE]/[CENTER]

This letter is sent to you as notice that you must advise the courts of your availability for the following case:

[url={?+Case\_URL}]{?+Case\_Name}[/url]

[B]Please advise the courts of your availability within 72 hours [scheduling link]/[B]

to appear before the Honorable Judge [Judge Name].

[B][COLOR=rgb(247, 218, 100)]It is your responsibility to ensure your availability has been submitted correctly.[/COLOR]/[B][COLOR=rgb(209, 72, 65)][B][U] DO NOT FILL OUT THE SCHEDULER ON YOUR PHONE[/U]/[B]/[COLOR][COLOR=rgb(247, 218, 100)].[/COLOR]

CC:

Defense/Respondent:

@[Respondent]

Prosecution/Plaintiff:

@[Plaintiff]

Clerks CC:

@Autumn Young

@Saoirse Windley

@Luna Loveday

@Michael White

@August Windley

@Nathan Flynn

Judge CC:

@[Judge Username]

Forwarded by,

{my\_username}

Court Clerk

State of San Andreas

**Notice: Case Scheduled**

[CENTER] [IMG width="301px" height="301px"]https://i.imgur.com/1XZIEBY.png[/IMG]  
[B][SIZE=6]San Andreas Clerk of the Courts Office[/SIZE][[/B]  
[SIZE=5]Case has been Scheduled[/SIZE][[/CENTER]

This letter is sent to you as notice that a court date has been set for the following case:

{?+Case\_Name}[/url]

for the following Date & Time:

[DATE] [TIME]

You are expected to arrive at the following location on time or make reasonable arrangements:

[LOCATION]

to appear before the Honorable Judge [Judge Name]

CC:

Defense/Respondent:

@[Respondent]

Prosecution/Plaintiff:

@[Plaintiff]

Clerks CC:

@Autumn Young

@Saoirse Windley

@Luna Loveday

@Michael White

@August Windley

@Nathan Flynn

Judge CC:

@[Judge Username]

Forwarded by,

{my\_username}

Court Clerk

State of San Andreas

## **Notice of Subpoena**

[CENTER] [IMG width="301px" height="301px"]https://i.imgur.com/1XZIEBY.png[/IMG]  
[B][SIZE=6]San Andreas Clerk of the Courts Office[/SIZE][B]  
[SIZE=5]Notice of Subpoena[/SIZE][/CENTER]

A subpoena for [subpoenaed parties] has been requested by [requested by] and authorized by the Honorable [Judge Name]. You are hereby ordered to appear at court.

Details of the case can be found at,

[url={?+Case\_URL}]{?+Case\_Name}[/url]

Please contact the attorney who has requested this subpoena for more information.

Clerks CC:

@Autumn Young  
@Saoirse Windley  
@Luna Loveday  
@Michael White  
@August Windley  
@Nathan Flynn

Judge CC:

@[Judge Username]

Forwarded by,

{my\_username}

Court Clerk

State of San Andreas

## **Notice of Summons**

[CENTER] [IMG width="301px" height="301px"]https://i.imgur.com/1XZIEBY.png[/IMG]  
[B][SIZE=6]San Andreas Clerk of the Courts Office[/SIZE][B]  
[SIZE=5]Notice of Summons[/SIZE]

[Plaintiff Name], [I]Plaintiff (@[Plaintiff Username])[/I]

against

[Defendant Name], [I]Defendant (@[Defendant Username])[/I][CENTER]

[B]You are hereby summoned[/B] to appear before the Honorable Judge [Judge Name] in the District Court of San Andreas within a reasonable period of time to file your answer to the enclosed complaint with the Clerk. If you fail to answer, a judgment may be entered against you and you may be responsible for the costs of this action.

Dated, [Today's Date]

[url={?+Case\_URL}]{?+Case\_Name}[/url]

Clerks CC:

@Autumn Young  
@Saoirse Windley  
@Luna Loveday  
@Michael White  
@August Windley  
@Nathan Flynn

Judge CC:

@[Judge Username]

Forwarded by,  
{my\_username}  
Court Clerk  
State of San Andreas

## FOIA - Criminal FOIA Response

Good Day!

We understand your need to view and/or obtain criminal records is important to you. In order to best serve your request we must first direct you to the proper venue for your request for criminal records.

[B][COLOR=rgb(247, 218, 100)]Any requests that are for incident reports that happened less than 48 hours ago will be denied at this time. Law Enforcement Officers are allotted 48 hours to complete reports in their systems.[/COLOR][/B]

At this time we ask that you please bring your request to the Main Law Enforcement Headquarters. An officer at the front desk should be able to process your request. Alternatively, a court clerk may be able to provide access to your own records if one is available.

Your request does not indicate that you have performed this step. If you have performed this step and are taking this action to remedy a denial of access to records then please respond to this communication stating such that we may forward your demand for information to the appropriate authority.

For more information about seeking records please see our open letter to the public regarding records releases!

[URL='https://newdayrp.com/threads/read-first-a-notice-to-records-seekers.28129/']Letter to records seekers.[/URL]

The Main Law Enforcement Headquarters can be found at the following address:

[I]Rockford Police Department  
69 Eastbourne Way  
Los Santos, SA[/I]

The San Andreas State Court House can be found at the following address;

[I]Occupation Court House  
123 Occupation Avenue  
Los Santos, SA[/I]

Please note that without consent of the person who's records are being requested, your request may be denied.

Regards,  
{my\_username}  
Court Clerk

State of San Andreas

## FOIA - DHS Rights

Hello!

As per

[URL='https://newdayrp.com/threads/h-r-211-amendment-to-the-victim%E2%80%99s-rights-act-of-2022.33287/']H.R. 211[/URL], victims rights requests will have to go through DHS.

Here is a link to their forms where you can request the information that you are seeking.

[URL='https://docs.google.com/forms/d/e/1FAIpQLSdPPP1smvwC7M8F69aLH0kk8-2IQsazbK98INM3JJtIH8ClwQ/viewform'] [DHS Victims Rights Referral] [/URL]

If you have any questions, I'll leave this FOIA open for 24 hours, or feel free to submit a new FOIA if you have a different situation that you need help with.

Regards,

{my\_username}

Court Clerk

State of San Andreas

## -+FOIA - Medical Record Release

Hello!

As per [URL='https://newdayrp.com/threads/h-r-345-the-patient-health-act-of-2024.57829//']H.R. 345 - The Health Patient Act of 2024[/URL], medical record release requests will have to go through SAMS.

Here is a link to their forms where you can request the information that you are seeking.

[URL='https://newdayrp.com/forums/medical-record-release-form.76/']Medical Record Release Form[/URL]

If you have any questions, I'll leave this FOIA open for 24 hours, or feel free to submit a new FOIA if you have a different situation that you need help with.

Regards,  
{my\_username}  
Court Clerk  
State of San Andreas

## Deposition Scheduling - Senior Clerk

[CENTER] [IMG width="301px" height="301px"]https://i.imgur.com/1XZIEBY.png[/IMG]  
[B][SIZE=6]San Andreas Clerk of the Courts Office[/SIZE]/[B]  
[SIZE=5]Deposition Scheduling[/SIZE]/[CENTER]

All parties,

A deposition has been approved for [name] in regards to [docket link].

As Discovery comes to a close [typed hours] (number hours) hours before the trial date, I will be setting the deadline for this deposition to be [date x amount of hours and time before the trial]

Please fill out the scheduler within the next 48 hours to ensure that this can be solved at the earliest convenience. [scheduler link]

Not all parties on both sides are required, but encouraged to attend. Only one person from either side may question the witness during the deposition.

As per updated court procedures, the presiding judge may attend if they wish and are able. The deposition is still in the hands of the clerk conducting it. The judge is simply there to rule on objections, nothing more. If a judge is not present, objections will be recorded and

acknowledged and the presiding judge can rule on them at a later date. If it is not possible for a deposition to be scheduled with at least once person from all parties, it shall be advised in here and we can proceed as necessary.

CC:

Plaintiff:

Defense:

Witness:

Presiding Judge:

Clerks CC (SENIOR CLERKS ONLY):

@Autumn Young

@Saoirse Windley

Regards,  
{clerk name}  
Court Clerk

**Clerk - Deposition Scheduler**

[CENTER] [IMG width="301px" height="301px"]https://i.imgur.com/1XZIEBY.png[/IMG]  
[B][SIZE=6]San Andreas Clerk of the Courts Office[/SIZE]/[B]  
[SIZE=5]Deposition Of XYZ[/SIZE]/[CENTER]

To All Parties,

As requested by the [Plaintiff/Defendant] and approved by Judge [Judge Name], I will begin scheduling the deposition of [WITNESS]. A scheduler will be included in this email and at least 1 member from each party, and the witness [WITNESS], is asked to fill out the scheduler to attempt to find a time that works for everyone involved. The judge will be made aware of anyone failing to fill out the scheduler.

Please let the court know if there are any issues with completing this scheduler.

As Discovery comes to a close [typed hours] (number hours) hours before the trial date, I will be setting the deadline for this deposition to be [date x amount of hours and time before the trial]

Please have this scheduler filled within the next 48 hours. [Scheduling Link]

CC:

Plaintiff:

Defense:

Witness:

Presiding Judge:

Clerks CC (SENIOR CLERKS ONLY):

@Autumn Young

@Saoirse Windley

Signed,

{my\_username}

Court Clerk

State of San Andreas