

ATTACHMENT 2: SAMPLE “NOTICE OF FILING DOCUMENT[S]”

**IN THE UNITED STATES COURT OF FEDERAL CLAIMS
OFFICE OF SPECIAL MASTERS**

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Petitioner[s],

v.

SECRETARY OF HEALTH AND
HUMAN SERVICES,

Respondent.

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No. ____ - ____ V
Special Master [name of master]

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NOTICE OF FILING DOCUMENT[S]

Attached hereto for filing in the above-captioned case is [petitioner’s [s’]/[respondent’s] **[name of document(s) to be filed, e.g., Motion for Extension of Time, Exhibit Nos. 5-10, Prehearing Memorandum, etc.]**_____.

[Name of Counsel]
Counsel of Record for [Petitioner[s]/Respondent]

[Address]

Date: _____

[PLEASE NOTE: A certificate of service on opposing counsel is required to be stapled to the end of all filings. An original plus one copy of each document, with attachments, is required for all post-petition filings. Each complete set of documents to be filed is to be bound together in a permanent fashion – i.e., stapled, velo-bound, etc.– with a tab at the beginning of each exhibit if more than one exhibit is being filed. For example, if Exhibits 10 through 20 are being filed, one complete set of the exhibits is to be bound together with the original (signed) “Notice of Filing Documents” placed on top; the second set of exhibits must also be bound together and enclosed, with a copy of the “Notice of Filing Documents” placed on top.]