

FACULTY OF JURIDICAL SCIENCES

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Lecture-28



What is a legal notice?

A legal notice is a formal declaration made by one party as a part of a legal warning against another party. But how to draft a legal notice? The notice consists of two parties, basically, I.e., a sender and an addressee. The sender is the one sending a legal notice. An addressee is the one with whom the legal message is being shared. Sending it clarifies the existing grievances between those two parties. In addition, it aims to let the other party know to correct their behavior and resolve their disputes within a given timeframe.

In this situation, if the legal notice isn't taken seriously by another party, the case is directly dragged to the court floor. Legal Notices are primarily important in case of the arrival of disputes between two or more parties. The sufferer party that got highly influenced due to the step taken by another party holds the right to take legal action against that party by sending a legal notice as a warning. Taking legal action is referred to as the suit filing in the name of the law.

Why is it important?

Drafting a legal notice is quintessential in a vast manner—formal legal information helps underline a sort of warning to the addressee. Sending a legal notice and how the other party acknowledges it decides the outcome. It tells whether the case can be sorted and put at a halt here or if this lawsuit needs to be taken to court and let the judge take action upon it. Ensure that the case falls under the category of civil cases to be eligible to send a legal notice.

“How to draft a legal notice?” is where people get mostly stuck. Therefore, we have prepared the entire article to make writing a legal notice much easier.

Modes of sending the legal notice

Once the legal notice is ready, you can share it with the other party via the following medium. All of these modes of sending legal notices are considered to be professional.

Legal notice content

An essential legal notice consists of the following content as mentioned below:

- Full name, current residential address, and further explication regarding the person sending across the legal notice
- Full name and the existing current address of the person to whom the sender intends to send the legal information, I.e., to the addressee
- Summary of the case
- Relief Sought with a clear and detailed overview.
- Outlining Adequate Time Frame in which the reply is expected from the addressee
- Officially used and Valid Signature of the Professional Lawyer
- Officially used and Valid Signature of the legal notice Sender

Once you have the clarity on How to draft a legal notice, you can go ahead with the process. Drafting a legal statement requires adhering to the predefined set of steps.

Follow the following steps to prepare the legal notice for an addressee.

1. Connect to a Professional Lawyer

Please know that the final sharing of the legal notice is done by a professional lawyer only. It is because he holds the rights to share the information legally. Due to this, it becomes quintessential to connect with a fully educated, experienced lawyer for drafting and sending a legal notice.

2. In-depth Case Discussion

As a part of your second step, you need to keep away from the shyness and hiding strategy. Be open to the lawyer and share all the details about the case. Explain each incident in advance and explain it to him. It will make it easier to draft a legal notice on your behalf. While mentioning all the information to the lawyer, you also need to address the complete name, current address, complaints involved, misleading activities, other inhibiting issues, and the relief sought by both the parties involved in the matter.

3. Documentation Step

All the mandatory documents your lawyer asks for must be provided to the sender, so keep them ready with you in advance. Keep an open mind and trust the lawyer to handle the entire process.

4. Notice Drafting Process

The entire legal notice is written in legal language using only the legal terminologies. The Legal notice is written in English or Hindi. The drafting process includes mentioning all the required information about sending the warning and the platform of sorting it before taking it to court. It would help if you set the time in which you expect the address to respond. After receiving the legal notice, the addressee has fifteen days or a month to revert to the information.

5. Information Signatures on Notice

The final legal notice requires the signature of both the lawyer and the sender. Once it's there, you can share it with the addressee. The lawyer must sign the notice before sending it to the second party. Keep track of the acknowledgment receipt if you send it via a courier. Also, please keep a copy of it for further usage and reference.