

R U L E S

IOWA LEGISLATIVE COUNCIL

1987-1988

1. Eleven members shall constitute a quorum.
2. Not less than eleven affirmative votes are required for final action on any motion except a motion to recess or adjourn.
3. A substitute motion may be offered in lieu of a pending motion at any time unless the question has been called on the pending motion. A substitute motion takes precedence over any pending amendment to the original motion and, if adopted, disposes of the original motion and any pending amendments to the original motion.
4. Whenever Mason's Manual of Legislative Procedure does not conflict with the rules specifically adopted by the Council, Mason's Manual of Legislative Procedure shall govern the deliberations of the Council.
5. Meetings shall be set by motion before adjournment, or by call of the Council Chairperson with the approval of the Vice Chairperson if meetings are necessary before the date set in the motion.
6. Rules may be changed by a majority vote of the Council as provided in Rule 2.
7. The Council upon its motion may create committees in addition to those provided by statute to carry out its duties and shall designate the members of these committees. The committees shall include members of both political parties. The actions of the committees shall be reported to the Council at each meeting.

In addition, the Chairperson and Vice Chairperson may suggest to the Council the membership and chairpersons of study committees authorized.

The chairpersons of standing committees of the Senate and House shall recommend to the Legislative Council the membership of joint subcommittees of their standing committees.

All appointments suggested to the Council under this Rule shall be approved as provided in Rule 2.

Adopted: March 25, 1987

March 25, 1987

Donovan Peeters, Director
Legislative Service Bureau
Capitol Building

Dear Donovan,

We are now ready to establish a selling price for the 1987 Code of Iowa. I have put together a compilation of the production costs. Some of these are estimates because we are not finished with all operations, but they should be fairly accurate.

The costs are as follows:

Typesetting costs	\$ 37,320.55
Printing Costs -	
Volumes I, II, III and Index	\$275,013.30
Packing	\$ 15,563.00
Preparation costs -	
Code Office	\$ 79,000.00
Legislative Service Bureau	<u>\$ 70,870.43</u>
Total	\$477,767.28

\$477,767.28 divided by 8,700 sets = \$54.92 per set.

Cost per set	\$54.92
Distribution & Postage	<u>\$20.00</u>
	\$74.92 per set

This gives us a selling price of \$74.92 plus tax per set. A price of \$75.00 plus tax would be much more convenient on all transactions.

We still distribute free, approximately 3,000 copies of the Code. This has a total cost of \$164,760.00 (\$54.92 X 3,000 copies) and I would like to recover this cost. If we add \$28.91 to the cost of each Code sold, this would yield \$164,787.00 (28.91 X 5,700 copies). I am recommending that we establish a selling price of \$110.00 plus tax for the 1987 Code of Iowa.

Please let me know if the Legislative Council agrees with this recommendation.

Respectfully,

Kristi Little
Superintendent of Printing



Peat, Marwick, Mitchell & Co.
1100 North Dearborn Street
Chicago, Illinois 60610
Telephone: (312) 345-1000
Telex: 251100

March 25, 1987

The Honorable Donald D. Svenson
Speaker of the House
State of Iowa
State Capitol Building
Des Moines, Iowa 50319

Dear Mr. Speaker:

Per my conversation with Mr. Randall A. Hamilton, this letter will serve as an agreement between the Policy Economics Group of Peat Marwick and the Iowa House of Representatives to provide additional analysis of the impact of the Tax Reform Act of 1986 on the individual income tax liabilities of Iowa residents for the years 1988 and 1989.

Specifically, the Policy Economics Group is analyzing the impact of Federal tax reform on Iowa residents for calendar year 1987 for the Iowa Business Council. For the Iowa House of Representatives, we will extend this analysis to include 1988 and 1989. This analysis will include estimates of the changes in both Federal and state tax liability, and the results will be presented by income class so that the distributional effects of tax reform can be assessed. Detailed estimates will be presented for each of the major provisions of the Tax Reform Act. In addition to providing the microsimulation model output, the Policy Economics Group will provide a formal report summarizing the results of the analysis.

The cost for preparing this analysis to the Iowa Business Council is a fixed fee of \$40,000 for the analysis and \$2,500 for administrative expenses associated with the project. The cost to the Iowa House for analysis prepared for additional years, would be \$3,500 for each additional year or a total of \$7,000.

At the conclusion of this initial project, the Council and/or the House may find it advantageous to use the services of Policy Economics to make simulation runs of alternative Iowa state tax changes. The Policy Economics Group agrees to provide such simulation services on an expeditious basis at a fee of \$400 for each simulation for the year 1987 and \$100 for each additional year plus a charge for staff time at the Group's standard hourly rates.



The Honorable Donald D. Evenson
State of Iowa
March 25, 1987
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If the terms of this agreement are satisfactory, please sign below and return one copy of this letter to me and we will begin work immediately to include 1988 and 1989 in the analysis. We are pleased to be working for Iowa House of Representatives and The Business Council and are confident that we can make a valuable contribution to the development of the State's response to Federal tax reform.

Sincerely,

Lior Samuelson
Principal

LS:APM

Name

Title

Date

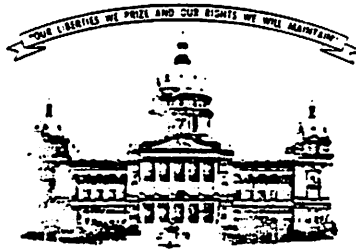
GENERAL ASSEMBLY OF IOWA

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DAVID S. BAILEY
MARTIN H. FRANCIS
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PATRICIA A. FUNARO
THANE R. JOHNSON
SUSAN L. LERDAL



LEGISLATIVE SERVICE BUREAU
STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
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BURNETTE E. KOEBERNICK, DEPUTY DIRECTOR

IOWA CODE OFFICE

JOANN G. BROWN
ACTING CODE EDITOR
PHYLLIS V. BARRY
DEPUTY CODE EDITOR
LAVERNE SWANSON
CHIEF ADM. CODE ASST.

PUBLIC INFORMATION OFFICE

EVELYN HAWTHORNE
PUBLIC INFORMATION OFFICER
GERALDINE WEGTER
ASST. PUBLIC INFORMATION OFFICER

March 23, 1987

The Honorable Donald D. Avenson
Chairperson
Iowa Legislative Council
State Capitol Building
Des Moines, IA 50319

Dear Speaker Avenson:

Development of the National Western Historic Trails Center (WHTC) in Council Bluffs is one of the very promising cultural, tourism, and economic development opportunities the Recreation-Tourism-Leisure Committee has identified for the state.

National and local support and endorsement for this 425 acre, thirty million dollar project has grown beyond the fondest hopes of the Recreation-Tourism-Leisure Committee. Of recent significance is the legislation introduced in the United States Senate and House to establish and fund with federal dollars 75 percent of the project.

Recreation-Tourism-Leisure Committee members and Council Bluffs representatives have provided the sole leadership and management of the efforts which have led to the current level of support. Demands for that leadership and management will continue for the next several months when congressional hearings are planned in Washington, D.C. for the project.

Funds allotted to the Recreation-Tourism-Leisure Committee have supported the costs of services and expenses for the Western Historical Trails Center in the past. The total 1986 allotment of the Recreation-Tourism-Leisure Committee was \$75,000 and all but \$6,000 of the allotment has been expended or allocated for Committee activities which occurred between January 1 and December 31, 1986. That \$6,000 remains unallocated.

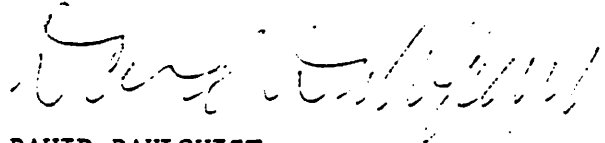
March 23, 1987

Page 2

The 1987 allocation to the Recreation-Tourism-Leisure Committee of \$25,000 has been strictly budgeted toward the work of the Committee for this legislative session. When that budget was established, we did not anticipate the extent of events leading to the need for Recreation-Tourism-Leisure Committee to participate in congressional hearings in the next few months.

On behalf of the Recreation-Tourism-Leisure Committee, I recommend and request that the Legislative Council authorize \$3,000 for expenses related to the Western Historic Trails Center project and specifically for travel to Washington, D. C. for several members and necessary costs of the Committee related to the Western Historic Trails Center project.

Sincerely,



DAVID DAHLQUIST
RTL Project Director

DD:dg

COURT RULES FOR REVIEW BY THE
LEGISLATIVE COUNCIL PURSUANT
TO IOWA CODE 602.4201 and 602.4202

1. Small claims form (pp. 2-5)
2. Reporter's fee - small claims (pp. 6-8)
3. Rules of probate - report of referee (pp. 9-12)
4. Rules of probate - report of guardian and order (pp. 13-15)
5. Claims form - action of replevin (pp. 16-20)

March 25, 1987

IN THE SUPREME COURT OF IOWA

FILED
DEC 31 1986
CLERK SUPREME COURT

IN THE MATTER OF A SMALL)
CLAIMS FORM FOR AN) REPORT OF THE
ACTION FOR REPLEVIN) SUPREME COURT

TO: MR. DONOVAN PEETERS, SECRETARY OF THE LEGISLATIVE
COUNCIL OF THE STATE OF IOWA:

Pursuant to Iowa Code section 602.4201 (1985) and section 602.4202 (Supp. 1985), the Supreme Court of Iowa has prescribed and hereby reports to the Secretary of the Legislative Council the attached Exhibit "A", concerning the adoption of a small claims form for an action for replevin, which is issued on this date.

Pursuant to Iowa Code section 602.4202(2) (Supp. 1985), this change is to take effect April 1, 1987.

Respectfully submitted,
THE SUPREME COURT OF IOWA

By *W. W. Reynolds*
W. W. Reynolds, Chief Justice

Des Moines, Iowa
December 31, 1986

ACKNOWLEDGMENT

I, the undersigned, Secretary of the Legislative Council hereby acknowledge delivery to me on the 6th day of January, 1986, the Report of the Supreme Court pertaining to a small claims form for an action for replevin.

Donovan Peeters
Secretary of the Legislative Council

EXHIBIT "A"

IN THE IOWA DISTRICT COURT
IN AND FOR _____ COUNTY
(Small Claims Division)

Plaintiff(s) _____)
(Name) _____)
(Address) _____)
(Name) _____)
(Address) _____)
VS. _____)
Defendant(s) _____)
(Name) _____)
(Address) _____)
(Name) _____)
(Address) _____)

ORIGINAL NOTICE
(Action for replevin)
Small Claim No. _____
Date Filed _____

TO THE ABOVE-NAMED DEFENDANT(S):

YOU ARE HEREBY NOTIFIED that the above-named plaintiff(s) demand(s) possession of property described as:
(Insert description)

(1) The actual value of the property is \$ _____ (If more than one item is involved, separate values must be stated for each item.) (May not exceed \$2000 in total value.)

(2) Plaintiff(s) is (are) entitled to immediate possession because (check one):

- Plaintiff(s) own(s) the property;
- Plaintiff(s) has (have) a security agreement for the property (copy attached) providing that plaintiff(s) is (are) entitled to seize possession on default, and that default(s) as follows has (have) occurred;

(State other grounds).

(3) (a) That the property is not in the possession of the defendant(s) under court order or judgment; or

(b) That property was taken by the defendant(s) under a court order or judgment but is improperly held, being exempt from such seizure because: (State basis for exemption)

(4) That to the best belief of the plaintiff(s) the property is being held by the defendant(s) because: (State facts constituting the defendant'(s') alleged reason for detaining the property).

(5) That the plaintiff(s) is (are) entitled to damages for such retention in the amount of \$_____, based on: (State grounds of alleged damage).

UNLESS YOU APPEAR before the court at (exact address of court) in _____ (city or town), Iowa, at ____ o'clock __.m. on the ____ day of _____, 19__, judgment may be entered against you for possession of the property, damages, and court costs.

Plaintiff(s)

STATE OF IOWA)
COUNTY OF _____) SS

I (We), _____, do hereby swear or affirm that the above and foregoing statements are true and correct as I (we) verily believe.

(Signature(s) of affiant(s))

Subscribed and sworn to before me by _____,
on this _____ day of _____, 19____.

Notary Public

IN THE SUPREME COURT OF IOWA

FILED
JAN 26 1987
CLERK SUPREME COURT

IN THE MATTER OF A CHANGE)
IN THE IOWA RULES OF CIVIL) REPORT OF THE
PROCEDURE) SUPREME COURT

TO: MR. DONOVAN PEETERS, SECRETARY OF THE LEGISLATIVE
COUNCIL OF THE STATE OF IOWA:

Pursuant to Iowa Code sections 602.4201 and 602.4202, as amended (1985), the Supreme Court of Iowa has prescribed and hereby reports to the Secretary of the Legislative Council the attached Exhibit "A", concerning the striking of Rule 178.1 of the Iowa Rules of Civil Procedure, which is issued on this date.

Pursuant to Iowa Code section 602.4202(2), as amended (1985), this change is to take effect April 1, 1987.

Respectfully submitted,

THE SUPREME COURT OF IOWA

By W. W. Reynolds
W. W. Reynolds, Chief Justice

Des Moines, Iowa

January 26, 1987

ACKNOWLEDGMENT

I, the undersigned, Secretary of the Legislative Council of the State of Iowa hereby acknowledge delivery to me on the 26th day of January, 1987, the Report of the Supreme Court pertaining to the Iowa Rules of Civil Procedure.

Donovan Peeters
Secretary of the Legislative Council

EXHIBIT "A"

RULES OF CIVIL PROCEDURE

In light of an inconsistent Iowa Code section 631.11(3) (1985), Iowa Rule of Civil Procedure 178.1 is hereby stricken.

178.1

RULE 178.1
REPORTER'S FEE -- SMALL CASES

The committee recommends that rule 178.1 be stricken.

Committee Comment

It can be argued that current Iowa R.Civ.P. 178.1 and Iowa Code § 631.11(3) are inconsistent. A.G. Opinion, Osenbaugh to County Attorney Davis (5-12-86). Under Iowa Code § 631.11(3) a small claims trial is not reported unless a party provides the court reporter at that party's own expense. It could be argued that under current rule 178.1 a party is entitled to have a small case reported upon payment of the \$15.00 taxable fee. The committee recommends that this inconsistency be eliminated by striking rule 178.1.

IN THE SUPREME COURT OF IOWA

FILED
FEB 18 1987
CLERK SUPREME COURT

IN THE MATTER OF A CHANGE)
IN THE IOWA RULES OF PROBATE) REPORT OF THE
PROCEDURE) SUPREME COURT

TO: MR. DONOVAN PEETERS, SECRETARY OF THE LEGISLATIVE
COUNCIL OF THE STATE OF IOWA:

Pursuant to Iowa Code section 602.4201 (1985) and section 602.4202 (Supp. 1985), the Supreme Court of Iowa has prescribed and hereby reports to the Secretary of the Legislative Council the attached Exhibit "A", reflecting the amendments to Iowa Rule of Probate Procedure 4 which is issued this date.

Pursuant to Iowa Code section 602.4202(2) (Supp. 1985), this change is to take effect July 1, 1987. The previous order of this court filed February 9, 1987, making these amendments effective April 1, 1987, is hereby rescinded.

Respectfully submitted,

THE SUPREME COURT OF IOWA

By *W. W. Reynoldson*
W. W. Reynoldson, Chief Justice

Des Moines, Iowa

February 18, 1987

ACKNOWLEDGMENT

I, the undersigned, Secretary of the Legislative Council of the State of Iowa hereby acknowledge delivery to me on the 18th day of February, 1987, the Report of the Supreme Court pertaining to the Iowa Rules of Probate Procedure.


Secretary of the Legislative Council

EXHIBIT "A"

Rule 4. Report of referee.

A report of a referee in probate shall be in substantially the following form:

IN THE IOWA DISTRICT COURT FOR _____ COUNTY

IN THE MATTER OF THE)	
)	REPORT OF REFEREE
)	
ESTATE OF)	
)	Probate No. _____
_____ ,)	
Deceased.)	

* * * * *

COMES NOW the duly appointed Referee and reports to the Court as follows: The _____ Report has been filed in this Estate. The Referee has examined said Report and reports to the Court as follows: (All questions must be answered. If "yes" or "no" is not appropriate, check "N/A".)

- | | | | [NEW COLUMN] |
|---|-----------|----------|--------------|
| 1. Notice of Appointment published: | YES _____ | NO _____ | N/A _____ |
| 2. <u>Fiduciaries fees ordered or waived and affidavit of compensation filed:</u> | YES _____ | NO _____ | N/A _____ |
| 3. <u>Attorney fees ordered and affidavit of compensation filed:</u> | YES _____ | NO _____ | N/A _____ |
| (A) Itemization was requested and provided: | YES _____ | NO _____ | N/A _____ |
| (B) If not, statement required by Iowa Code section 633.477(11), was made: | YES _____ | NO _____ | N/A _____ |
| 4. Income tax acquittance filed: | YES _____ | NO _____ | N/A _____ |
| 5. Inheritance tax clearance filed: | YES _____ | NO _____ | N/A _____ |
| 6. A list of distributees is shown: | YES _____ | NO _____ | N/A _____ |
| 7. A description of real estate is shown: | YES _____ | NO _____ | N/A _____ |
| 8. Certificates of change of title to real estate, as required, to be issued by the Clerk of Court: | YES _____ | NO _____ | N/A _____ |
| 9. All claims filed have been paid or released: | YES _____ | NO _____ | N/A _____ |

EXHIBIT "A" (con't)

- 10. Notice of hearing on this Report waived: YES _____ NO _____ N/A _____
 (A) If not waived, proper proof of service of notice is on file: YES _____ NO _____ N/A _____
- 11. Accounting is waived: YES _____ NO _____ N/A _____
- 12. Court costs have been paid: YES _____ NO _____ N/A _____
- 13. If estate is testate and spouse is not personal representative, spouse has filed an election to take under or against the Will: YES _____ NO _____ N/A _____
 WHICH _____
- 14. Receipts for all specific bequests: YES _____ NO _____ N/A _____
- 15. Federal estate tax closing letter and proof of payment is on file (not required for closing): YES _____ NO _____ N/A _____
- ~~16. Thirty day written notice of final settlement has been given to or waived by the department of revenue (see Iowa Code section 450.58 (as modified by H.P. 761, section 4, 1985 Session of 71st G.A.)). YES _____ NO _____~~

1716. Remarks: _____

Dated this _____ day of _____, 19__.

 Referee in Probate

FILED

MAR 10 1987

CLERK SUPREME COURT

IN THE SUPREME COURT OF IOWA

IN THE MATTER OF A CHANGE)	
IN THE IOWA RULE OF PROBATE)	REPORT OF THE
PROCEDURE FORM FOR REPORT)	SUPREME COURT
OF GUARDIAN AND ORDER)	

TO: MR. DONOVAN PEETERS, SECRETARY OF THE LEGISLATIVE COUNCIL OF THE STATE OF IOWA:

Pursuant to Iowa Code section 602.4201 (1985) and section 602.4202 (Supp. 1985), the Supreme Court of Iowa has prescribed and hereby reports to the Secretary of the Legislative Council the attached Exhibit "A", concerning the Iowa Rule of Probate Procedure Form for Report of Guardian and Order, which is issued this date.

Pursuant to Iowa Code section 602.4202(2) (Supp. 1985), this change is to take effect July 1, 1987.

Respectfully submitted,

THE SUPREME COURT OF IOWA

By W. W. Reynoldson
W. W. Reynoldson, Chief Justice

Des Moines, Iowa

March 10, 1987

ACKNOWLEDGMENT

I, the undersigned, Secretary of the Legislative Council hereby acknowledge delivery to me on the 16th day of March, 1987, the Report of the Supreme Court pertaining to the Iowa Rule of Probate Procedure Form for Report of Guardian and Order.

Donovan Peeters
Secretary of the Legislative Council

EXHIBIT A

Form: Initial/Annual/Final Report of Guardian and Order

IN THE IOWA DISTRICT COURT FOR _____ COUNTY

IN THE MATTER OF THE)	Probate No. _____
GUARDIANSHIP OF)	(check one)
_____)	_____ INITIAL REPORT
_____)	_____ ANNUAL REPORT
_____)	_____ FINAL REPORT
)	
)	AND ORDER

The undersigned duly appointed and qualified guardian in the above-entitled matter, states to the court:

1. This report covers the period from _____, 19____
to _____, 19____.
2. The current mental, and physical ~~and social~~ condition of the ward is:
3. The present living arrangement of the ward, including a description of residence where the ward has resided during the reporting period is (indicate with whom ward resided at each residence):
4. The following is a summary of the medical, educational, vocational, and other professional services provided for the ward:
5. The following is a description of the guardian's visits with and activities on behalf of the ward:
6. (On initial report only.) The ward's date of birth is: _____.
7. The ward is: Single ___ Married ___ Divorced ___.
8. If the ward is a minor, names and addresses of parents:
9. It is recommended the guardianship be: continued _____; terminated _____. If termination is recommended, give reason: (A hearing may be required on the matter of termination.)
10. Other information ~~believed useful to~~ requested by the court or useful in the opinion of the guardian:
11. Final court costs (have)(have not) been paid.

Guardian

Address

Telephone Number

Continued:

EXHIBIT A (cont'd)

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceding is true and correct.

Date

Guardian

Address

(NOTE: Bank statements, checks, receipts, stubs, and other items evidencing receipt of funds and payment must be available to the court on demand.)

ORDER

The above (initial)(annual)(final) report is approved and the guardianship of said ward shall be (continued)(terminated, guardian discharged, bond released)(set for hearing on matter of termination).

Hearing date is: _____, 19____ at _____ o'clock
____.m., at _____
Dated: _____, 19____.

Judge of the _____ Judicial District
Referee in Probate

IN THE SUPREME COURT OF IOWA

FILED
MAR 10 1987
CLERK SUPREME COURT

IN THE MATTER OF A SMALL)
CLAIMS FORM FOR AN) REPORT OF THE
ACTION OF REPLEVIN) SUPREME COURT

TO: MR. DONOVAN PEETERS, SECRETARY OF THE LEGISLATIVE
COUNCIL OF THE STATE OF IOWA:

Pursuant to Iowa Code section 602.4201 (1985) and section 602.4202 (Supp. 1985), the Supreme Court of Iowa has prescribed and hereby reports to the Secretary of the Legislative Council the attached Exhibit "A", concerning the adoption of a small claims form for an action of replevin, which is issued on this date.

Pursuant to Iowa Code section 602.4202(2) (Supp. 1985), this change is to take effect July 1, 1987. The previous report of the supreme court filed December 31, 1986, concerning the adoption of a small claims form for an action of replevin is rescinded.

Respectfully submitted,

THE SUPREME COURT OF IOWA

By *W. W. Reynoldson*
W. W. Reynoldson, Chief Justice

Des Moines, Iowa

March 10, 1987

ACKNOWLEDGMENT

I, the undersigned, Secretary of the Legislative Council hereby acknowledge delivery to me on the 16th day of March, 1987, the Report of the Supreme Court pertaining to a small claims form for an action of replevin.

Donovan Peters
Secretary of the Legislative Council

EXHIBIT "A"

IN THE IOWA DISTRICT COURT

IN AND FOR _____ COUNTY

(Small Claims Division)

Plaintiff(s))

(Name))

(Address))

(Name))

(Address))

VS.

Defendant(s))

(Name))

(Address))

(Name))

(Address))

ORIGINAL NOTICE

(Action of replevin.)

Small Claim No. _____

Date Filed _____

TO THE ABOVE-NAMED DEFENDANT(S) :

YOU ARE HEREBY NOTIFIED that the above-named plaintiff(s) demand(s) possession of property described as: (insert description)

(1) The actual value of the property is \$_____ (If more than one item is involved, separate values must be stated for each item.) (May not exceed \$2000 in total value.)

(2) Plaintiff(s) is (are) entitled to immediate possession because (check one):

- Plaintiff(s) own(s) the property;
- Plaintiff(s) has (have) a security agreement for the property (copy attached) providing that plaintiff(s) is (are) entitled to seize possession on default, and that default(s) as follows has (have) occurred;
- (State other grounds.)

(3) (a) That the property is not in the possession of the defendant(s) under court order or judgment; or

(b) That property was taken by the defendant(s) under a court order or judgment but is improperly held, being exempt from such seizure because: (State basis for exemption.)

(4) That to the best belief of the plaintiff(s) the property is being held by the defendant(s) because: (State facts constituting the defendant's(s') alleged reason for detaining the property.)

(5) That the plaintiff(s) is (are) entitled to damages for such retention in the amount of \$_____, based on: (State grounds of alleged damage.)

UNLESS YOU APPEAR by completing and filing the attached appearance and answer form with the clerk of the court at _____ (exact address) in _____ (city or town), Iowa

_____ (zip code), within 20 days after service of this original notice upon you, judgment shall be rendered against you upon plaintiff's(s') claim together with interest and court costs.

IF YOU DENY THE CLAIM AND APPEAR by filing the attached appearance and answer within 20 days after service of this original notice upon you, you will then receive notification from the clerk's office of the place and time assigned for hearing.

Plaintiff(s)

STATE OF IOWA)
COUNTY OF _____) SS

I (We), _____, do hereby swear or affirm that the above and foregoing statements are true and correct as I (we) verily believe.

(Signature(s) of affiant(s))

Subscribed and sworn to before me by _____,
on this _____ day of _____, 19____.

Notary Public