

PRACTICAL LEGAL GUIDE

Court Papers Received: What to Do

Organising the first steps without losing deadlines or evidence

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LAW FIRM

Immediately

- Keep the envelope, delivery notice and every attachment.
- Record the exact date, time and method of receipt and the person who accepted service.
- Scan the documents legibly without separating or rearranging pages.

Do Not Delay

- Court papers frequently impose a deadline to respond, object, appeal, pay or appear.
- Do not assume that discussions with the opposing party suspend a deadline.
- Do not submit hurried explanations or admissions without reviewing their consequences.

For the Consultation

- Provide the papers, principal agreement and a short chronology.
- Identify any related proceedings, interim measures, enforcement cases or settlements.

IMPORTANT

This guide provides general information only and is not legal advice, a legal opinion or an offer to accept a particular matter. Legal consequences depend on the facts, documents, applicable law and deadlines. Obtain individual advice before taking action with legal consequences.

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