

[Your Name/Law Firm Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Court Name]  
[Court Address]  
[City, State, Zip Code]

**RE: [Case Name/Caption]**  
**Case Number: [Case Number]**

### **NOTICE OF APPEARANCE**

TO THE CLERK OF THE COURT AND ALL PARTIES OF RECORD:

PLEASE TAKE NOTICE that [Attorney Name] of [Law Firm Name] hereby enters an appearance as counsel of record for [Name of Client], the [Plaintiff/Defendant/Petitioner/Respondent] in the above-captioned matter.

The undersigned requests that copies of all notices, motions, pleadings, and other documents filed in this action be served upon the undersigned at the address listed above.

Respectfully submitted,

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[Attorney Signature]  
[Printed Name]  
[Bar Number]  
Counsel for [Client Name]

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### **CERTIFICATE OF SERVICE**

I hereby certify that on [Date], a true and correct copy of the foregoing Notice of Appearance was served upon all counsel of record via [Method of Service: e.g., Electronic Filing/U.S. Mail].

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[Signature]