

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

[Date]

[Court Name]

[Court Address]

[City, State, Zip Code]

Re: [Case Name/Caption]

Case Number: [Insert Case Number]

To the Clerk of the Court and all Parties of Record:

Please enter my appearance as counsel for [Name of Client], the [Plaintiff/Defendant] in the above-referenced matter.

I request that copies of all future notices, pleadings, motions, and orders filed in this case be served upon the undersigned at the address listed above.

Respectfully submitted,

[Your Signature]

[Your Printed Name]

[Bar Number]

[Firm Name]

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].

[Your Signature]