

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

[Date]

Clerk of the Court
[Name of the Appellate Court]
[Court Address]
[City, State, Zip Code]

Re: [Case Name]
Appellate Case No.: [Case Number]
Lower Court Case No.: [Lower Court Number]

Dear Clerk of the Court,

Please enter my appearance as counsel of record for [Name of Client], the [Appellant/Appellee/Petitioner/Respondent] in the above-referenced matter.

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

[Check if applicable: I am/am not the lead attorney for this party.]

Sincerely,

[Signature]
[Printed Name]

CERTIFICATE OF SERVICE

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

[Opposing Counsel Name]
[Firm Name]
[Address]

[Your Signature]