

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

[Date]

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

Re: [Case Name]
Case No.: [Case Number]

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

Please enter my appearance as Co-Counsel for the [Plaintiff/Defendant], [Name of Party], in the above-captioned matter.

I will be serving alongside lead counsel, [Lead Counsel Name], of [Lead Counsel Law Firm].

Please ensure that all future notices, pleadings, and correspondence related to this case are served upon me at the address listed above.

Respectfully submitted,

[Signature]
[Your Printed Name]
[Your State Bar Number]

Certificate of Service

I hereby certify that a true and correct copy of the foregoing Notice of Appearance was served upon all counsel of record via [Method of Delivery, e.g., Electronic Filing/Mail] on this [Day] day of [Month], [Year].

[Your Name]