

**INSTRUCTIONS FOR COMPLETING THE ATTACHED PDF
FORM FOR APPEARANCE OF COUNSEL**

Place the cursor on the first section to be completed (“NO.” line). Type case number.

Use of the tab key will bring you to the next section to be completed (Plaintiff). Continue using the tab key to move from one section to the next.

The mouse must be used to make a selection in all sections containing blocks.

The social security field must contain 9 digits. It is not necessary to include dashes.

The telephone and fax fields must include the area code. It is not necessary to include parenthesis or dashes.

You may delete all entries made by clicking the “Clear Form” button at the bottom of the page.

Completed form must be printed, **signed** and mailed to:

U. S. Court of Appeals, Fifth Circuit
600 S. Maestri Place
New Orleans, LA 70130