

**INSTRUCTIONS FOR COMPLETING THE 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.

Because the form is e-filed, you may enter “s/____”(*insert your name*) into the signature field.

Please note the login attorney must be the same as the attorney listed on the form. You may not file on behalf of another attorney.

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

You must save the form for uploading later: either save it with the completed fields directly from Acrobat, or print the completed form, scan it and save as a PDF (if you do not have the appropriate Acrobat to save completed forms).

Completed form must be electronically filed in the appropriate case.