

Amendments to Specific Instructions – Form 11

Form 11

A Notice of Appearance, as prescribed by Rule 75(b)(2), must be **filed and** served by an attorney authorized to appear in the action. The attorney must **file and** serve a notice for each action. The notice must be **filed and** served in all instances except those specified in Rule 75(b)(1). The notice should be substantially in the form set forth in Form 11.

An appearance may be made by an individual attorney or by a firm of attorneys. If an appearance is made by a firm of attorneys, the individual attorney responsible for the litigation must be designated. **In addition, private attorneys and government attorneys whose agency is represented by the Department of Justice may appear as “of counsel.”** The notice should include the name of the attorney, the attorney's e-mail address, and the name, address and telephone number of the firm.

Whenever there is any change in the name of an attorney of record or in the attorney's address, telephone number, or e-mail address, a new notice of appearance for each action must be promptly **filed and** served on the other parties and filed with the court. The notice should be substantially in the form as set forth in Form 11.

(Added July 23, 1993, eff. July 23, 1993; ~~and~~ amended, Dec. 7, 2010, eff. Jan. 1, 2011; **Dec. 4, 2012, eff. Jan. 1, 2013.**)