

Self-Represented Party

Entry of Appearance

Self-Represented Party Entry of Appearance

The following instructions will guide you through filling out the blank form.

_____ Print the name of the plaintiff exactly as it appears on the Complaint.

_____ Print the name of the defendant exactly as it appears on the Complaint.

_____ Print the docket number that the Prothonotary's office where the legal pleadings were filed wrote on the Complaint at the time of the filing.

_____ Check whether this is a custody case or a divorce case.

_____ Print your name and circle whether you are the plaintiff or the defendant.

_____ If you were represented by an attorney in this case, and no longer want his or her representation, check here. The attorney may also complete this section.

_____ Complete this section with an address and telephone number so that you receive court papers, either from the court or from another party. This address does not need to be your home address.

This form must be filed in the Prothonotary's Office, and a copy sent to all parties and attorneys, including any attorney removed from the case.

