

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

(Names of Plaintiff(s)/Petitioner(s))

VS

(Names of Defendant(s)/Respondent(s))

STATE OF NEW YORK
COUNTY OF _____ SS:
(County where notarized)

NOTICE OF APPEARANCE

Index No. _____

I, being duly sworn says:

1. I am the _____ in this case.
(Insert plaintiff or defendant)

2. I enter my pro se appearance in this matter and demand receipt of all documents filed in this case, as well as notice of all further proceedings.

3. I will represent myself, unless I or an attorney, notify you otherwise. No attorney will represent me in this case.

4. All court papers may be mailed to me by first class mail at the address listed below.

5. In representing myself, I understand that it is my responsibility to notify the Court in writing of any change in my address or telephone number(s).

6. In representing myself, I understand that it is my responsibility to notify the other party, and/or their attorney, involved in this case in writing of any change in my address or telephone number(s).

7. My mailing address where I will accept legal documents is as follows:

Service address:

(Street address)

(Town/City, State, Zip Code)

(Telephone Number(s))

Dated: _____

(Sign your name in the presence of a Notary Public)

(Print your name)

Sworn to before me this
____ day of _____, 20 ____.

Notary Public