

# **Self-Represented Party Entry of Appearance**

### **Self-Represented Party Entry of Appearance**

*The numbers on these instructions correspond with the numbers in the boxes on the form. Use the form with the boxes to guide you through filling out the blank form.*

Box 1. Print the name of the county in which the case is filed.

Box 2: Print the name of plaintiff exactly as is appears on the Complaint.

Box 3. Print the docket number that the office where legal pleadings are filed wrote on Complaint at the time of filing.

Box 4: Print the name of the defendant exactly as is appears on the Complaint.

Box 5: Check whether this is a custody case or a divorce case.

Box 6: Print your name and check whether you are the plaintiff or the defendant.

Box 7: 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.

Box 8: Complete this section with an address and telephone 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, and a copy sent to all parties and attorneys, including an attorney removed from the case.**

IN THE COURT OF COMMON PLEAS OF 1 COUNTY PENNSYLVANIA

2  
 \_\_\_\_\_  
 Plaintiff

v. 4  
 \_\_\_\_\_  
 Defendant

No. 3  
 \_\_\_\_\_

5 5  
 \_\_\_\_\_ CUSTODY \_\_\_\_\_ DIVORCE

**ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY  
 PURSUANT TO Pa.R.C.P. No. 1930.8**

6  
 I, \_\_\_\_\_, ( ) Plaintiff or ( ) Defendant, represent myself in the  
 within action.

**REMOVAL OR WITHDRAWAL OF COUNSEL OF RECORD (If Applicable)**

7 → \_\_\_\_\_ Remove \_\_\_\_\_, Esq., as my attorney of record.  
 \_\_\_\_\_ Withdraw my appearance for the filing party.  
 \_\_\_\_\_ Esq. (Print name) ID# \_\_\_\_\_  
 \_\_\_\_\_ Signature DATE: \_\_\_\_\_

I understand that I am under a continuing obligation to provide current contact information to the court, to other self-represented parties, and to attorneys of record.

All pleadings and legal papers can be served on me at the address listed below, which may or may not be my home address pursuant to Rule 1930.8:

8 → \_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Telephone number

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Fax number

\_\_\_\_\_  
 City, State, Zip Code

\_\_\_\_\_  
 Date

THE PARTY FILING THIS ENTRY OF APPEARANCE MUST PROVIDE NOTICE BY SENDING A COPY TO ALL PARTIES AND ATTORNEYS, INCLUDING ATTORNEY REMOVED FROM THE CASE.

IN THE COURT OF COMMON PLEAS OF \_\_\_\_\_ COUNTY PENNSYLVANIA

_____	:	
Plaintiff	:	No. _____
	:	
v.	:	
	:	
_____	:	___ CUSTODY ___ DIVORCE
Defendant	:	

**ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY  
PURSUANT TO Pa.R.C.P. No. 1930.8**

I, \_\_\_\_\_, ( ) Plaintiff or ( ) Defendant, represent myself in the within action.

REMOVAL OR WITHDRAWAL OF COUNSEL OF RECORD (If Applicable)

\_\_\_ Remove \_\_\_\_\_, Esq., as my attorney of record.

\_\_\_ Withdraw my appearance for the filing party.

\_\_\_\_\_ Esq. (Print name) ID# \_\_\_\_\_

\_\_\_\_\_ Signature DATE: \_\_\_\_\_

I understand that I am under a continuing obligation to provide current contact information to the court, to other self-represented parties, and to attorneys of record.

All pleadings and legal papers can be served on me at the address listed below, which may or may not be my home address pursuant to Rule 1930.8:

\_\_\_\_\_ Print Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Telephone number

\_\_\_\_\_ Address

\_\_\_\_\_ Fax number

\_\_\_\_\_ City, State, Zip Code

\_\_\_\_\_ Date

THE PARTY FILING THIS ENTRY OF APPEARANCE MUST PROVIDE NOTICE BY SENDING A COPY TO ALL PARTIES AND ATTORNEYS, INCLUDING THE ATTORNEY REMOVED FROM THE CASE.