

STATE OF VERMONT

SUPERIOR COURT

\_\_\_\_\_ DIVISION

\_\_\_\_\_ UNIT

DOCKET No. \_\_\_\_\_

\_\_\_\_\_ )  
 Plaintiff, )  
 )  
 v. )  
 )  
 \_\_\_\_\_ )  
 Defendant(s). )

**NOTICE OF APPEARANCE**

Defendant, \_\_\_\_\_, representing themselves, enters their appearance in this case and asks to be given notice of every hearing or meeting, as well as copies of every paper filed in this case. Defendant's mailing address is:

\_\_\_\_\_  
(Print your full name)

\_\_\_\_\_  
(Print your street address or P.O. Box)

\_\_\_\_\_  
(Print your town, state and zip code)

Signed: \_\_\_\_\_  
(sign your name)

Date: \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING THIS FORM

1. Have the court paperwork from your case in front of you.
2. Fill in the line before the word Division with the Division of the Superior Court your case is in. The Divisions are Civil Division, Probate Division, Family Division, etc.
3. Fill in the blank before Unit. The Unit is the county in which the case is filed. For example, Chittenden Unit is for cases filed in Chittenden County.
4. Fill in the blank after Docket No. with the docket number in your case. If you don't know the docket number, leave this blank.
5. Fill in the name of the person or company suing you on the line for Plaintiff. You need to fill in the Plaintiff's name exactly as it looks on the Complaint and other filings in your case.
6. Fill in your name above the line for Defendant(s).
7. Fill in your name after the word Defendant in the first paragraph.
8. Fill in your name and address in the blanks.
9. Sign the notice of appearance form and fill in the date.
10. Make 2 copies of your completed notice of appearance.
11. File the original with the court.
12. Mail a copy to the plaintiff or the plaintiff's lawyer if they have one. The plaintiff's contact information will be on the Summons. You can also find that information on the complaint and other court paperwork in your case.
13. Keep a copy for your records.