

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

Plaintiff
v.

Defendant

: Case No. _____
:
:
: Case Type: () Custody () Divorce
:
: () Paternity () Support
:
: () Protection from Abuse
:
: () Other: _____

ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY

1. I, _____ (printed name), represent myself as the
() Plaintiff or () Defendant in this case.

2. REMOVAL OR WITHDRAWAL OF COUNSEL OF RECORD (if applicable)

() Remove _____, Esq. as my attorney in this case.

or

() Withdraw my appearance for the filing party in this case. My client has been provided with all orders requiring any action to be taken by the client. I hereby certify that this change is not intended to, nor will it, delay this proceeding to the best of my knowledge, information and belief.

Printed Name: _____, Esq. Attorney ID No.: _____

Signature: _____ Date Signed: _____

3. All pleadings and legal papers can be served on me at the address listed below:

Address Line 1: _____

Address Line 2: _____

City, State, Zip: _____ - _____

Telephone: (_____) _____ FAX: (_____) _____

Email Address: _____

4. I understand that I have a continuing obligation to provide current contact information to the Court, to other self-represented parties, and to attorneys of record in this case.

Signature: _____ Date Signed: _____

THE PARTY FILING THIS ENTRY OF APPEARANCE MUST PROVIDE NOTICE BY SENDING A COPY TO ALL PARTIES AND ATTORNEYS, INCLUDING ANY ATTORNEY REMOVED FROM THE CASE IN SECTION 2 ABOVE.

INSTRUCTIONS

ENTRY OF APPEARANCE BY A SELF-REPRESENTED PARTY

FOR REPRESENTING YOURSELF WHEN FILING A NEW COMPLAINT OR BY REMOVAL OR WITHDRAWAL OF YOUR ATTORNEY (PURSUANT TO RULE 1930.8 OF THE PA RULES OF CIVIL PROCEDURE)

Purpose of Form

Use this form if you have decided to represent yourself when filing a new complaint for divorce, or if prior counsel has been removed or withdrawn from your existing case. This form is used so that the Court, and opposing party, can serve you with pleadings or other legal papers if necessary and a phone number in which you can be contacted.

Definitions

Plaintiff – A person who brings (initiates) an action.

Defendant – A person who is being sued in a court of law.

Address – An address (does not have to be your home address) where legal documents can be sent to you by the court or opposing party.

Telephone Number – a phone number (does not have to be your home phone number) where you can be contacted by the court or opposing party.

Filed – Accepted by the Prothonotary, time-stamped, and entered in the official Court docket. You should also ask for a copy of the document in question to be time-stamped and returned to you for your records.

Filing Fees

This form by itself does not require you to pay a fee, but be aware that there is a filing fee if you are initiating a new divorce complaint.

Filing the Entry of Appearance

Once completed, take this form (and the completed Complaint if filing a new action), along with your copies to the Prothonotary so that it may be filed. **NOTE:** you must provide notice of this Entry of Appearance by sending a copy to all parties including the attorney (if applicable) removed from the case.

Specific Instructions

A. Filling out the Caption

The caption is the top part of this Entry of Appearance, the Notice to Defend and the first page of the Complaint. Use the same names and numbers if there is an existing docket. Otherwise, the names of the parties, the docket number (which will be assigned by the Prothonotary when original complaint filed), the type of document and the court's name are contained in the caption.

1. If this is a new filing, you are “the Plaintiff” since you are filing this action. Print your full legal name, including middle initial, above the word “Plaintiff” in the caption of the Entry of Appearance, Notice to Defend and the Complaint.
 2. If this is a new filing, your spouse is “the Defendant” (husband or wife). Print your spouse’s full legal name, including middle initial, above the word “Defendant” in the caption of the Notice to Defend and the Complaint.
 3. Put a check by the type of action this is whether it is custody, Paternity, PFA, Divorce, Support or Other. If other, write the type of action in the appropriate line.
- B. **Paragraph 1** – Clearly print your name and place a check in the box as to whether you are representing yourself as the Plaintiff or Defendant in the current case.
- C. **Paragraph 2** – This only applies if you have an attorney removed or withdrawn from your case.
- a. If you are removing an attorney, place a check in the box and clearly print your attorney’s name, OR
 - b. If your attorney is withdrawing, they will check the appropriate box for themselves and provide the appropriate information.
- D. **Paragraph 3** – fill out the appropriate contact information including address, phone number, fax number (if applicable), and email address (if applicable).
- a. State an address that all pleadings and legal papers can be served upon you (again, does not necessarily have to be your home address)
 - b. State a phone number at which you can be contacted (again, does not necessarily have to be your home phone number).
 - c. You may include a fax number in your Entry of Appearance if you wish to have papers served in that way.
 - d. You may also include an email address so that you may be contacted.
- E. **Paragraph 4** – by signing and dating, you understand that you MUST keep the court, other self-represented parties and attorneys or record up-to-date with current contact information.

REMINDER: You MUST provide a copy of this Entry of Appearance to all parties and attorneys including any attorney removed from this case. If you are filing a Complaint, serve a copy of this notice with the Complaint. If the Complaint has already been served, you can send a copy of this notice by regular first class mail to every other party to the suit and to every attorney.