



**Civil**

**CIVIL APPEARANCE REQUEST FORM**

**When Completed Fax this form, the Credit Card Authorization & any documents you think the appearing attorney should review to **877-306-7037****

**Appearance Information**

Appearance Date

Appearance Time

Case Name & Case Number

Type of Appearance

Details of Type of Appearance, if necessary to clarify above

Type of Case/Facts (Brief Description of case and other relevant facts needed for appearance)

**Attorney Information**

Name of Attorney of Record \*

Law Firm Name

Address of Attorney of Record

City

State

Zip Code

Attorney's Direct Contact Numbers (Office & cell)

Email for Attorney of Record \*

Enter Email	Confirm Email
<input type="text"/>	<input type="text"/>
Facsimile of Attorney	
<input type="text"/>	
Status of Client	<input type="text"/>

Court Information

Court Branch / Department /Judge		
<input type="text"/>		
<b>Place to Appear</b>		
Street Address		
<input type="text"/>		
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Client Information

Full Name(s) of Defendant(s) You Represent	
<input type="text"/>	
Does Your Client Currently Demand or Waive a Jury Trial?	<input type="text"/>

Injuries and Damages (Medical / LOE)

Summarize injuries and damages as applicable		
<input type="text"/>		
All Parties Served & Appeared	Yes	No
Who Is Not served; Why; When will be served, explain details here		
<input type="text"/>		
Continuance of Hearing Requested	Yes	No

Basis of Continuance Request (Good Cause should be explained in detail and how long)

Unavailable Dates For Any Future Appearances

Case Ready for Trial / Not Ready / Why / Trial Length; explain

### Discovery Status (Optional)

Summarize what discovery is complete, what discovery remains incomplete and when counsel anticipates completion date

ADR Desired(Type, When, Other)

### Desired Outcome / Additional Instructions \*

Your desired outcome and any additional information we need to help achieve it.

Will Client Be Present at Appearance?      Yes      No

By submitting this form you are agreeing that you have read, understood, and agree with the Terms of Service & Agreement. Please provide your signature below to complete the form and your agreement.

Signature Here