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| Produces a complete Notice of Appearance that you can file with the court to alert the court and the parties to an attorney's involvement in a case |

Congratulations {{ users }}! You have finished all the forms you need to Produces a complete Notice of Appearance that you can file with the court to alert the court and the parties to an attorney's involvement in a case. The rest of the pages in this packet are your notice {% if other\_parties.number() %}in **{{ users }} v {{ other\_parties }}{%** endif %}.

## Next steps

1. File this notice with the court now.
2. Deliver a copy to {{ showifdef('other\_parties[0]') }} or their attorney.
3. **Keep a copy for yourself.**
4. The clerk will tell you how to go to the hearing.
5. If the judge decides to grant your [motion/request]:.
6. Check the order when you get it to make sure it is correct.

## To file your [answer/motion] right away

1. Look over the forms below, one more time. Make sure everything is correct.
2. Call the {{ trial\_court }} {{ showifdef('trial\_court.phone\_number') }} to find out how they want you to send your forms to them.
3. {%p if defined('trial\_court.address.address') %} The address of your court, if you need it, is:   
   {{ trial\_court.address.on\_one\_line() }}.
4. {%p endif %}

## What happens in the hearing?

The judge reads the complaint and the evidence. They may ask you questions.

**Tell** the judge why you need a Notice of Appearance - MA. Talk about the facts that you wrote in your notice. Tell the judge about any evidence that you have.

## What can the judge do?

At the hearing the judge can:

## What happens if the judge makes the order?

If the judge decides to grant your order, they:

**Read** the order as soon as you get it. Call the court to fix any mistakes. You may need to go back in front of the judge to get the order corrected.

## Learn more

Visit **https://www.mass.gov/how-to/file-an-appearance-form**

or use the QR code below:

