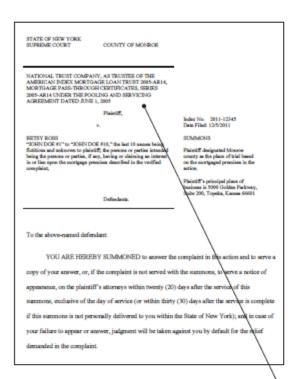
FILLING OUT THE NOTICE OF APPEARANCE



STEP 1: FILL OUT THE "CAPTION" OF THE NOTICE OF APPEARANCE - As shown in the sample Notice of Appearance above, fill in the top part of the Notice of Appearance form (known as the "Caption") by copying the necessary information from the Summons or Complaint.

STEP 2: FILL OUT THE FIRST PAGE OF THE NOTICE OF APPEARANCE - Fill out the first page of the form as indicated below, including signature, current address, and your current and most reliable telephone number. Don't forget to date the document!

SUPREME COURT OF THE STATE OF NEW YORK COUNTY OF Observer		
National Trust Company		
As Trustee, et al		
Plaintiff INDEX NO: 2012-12763		
-against-		
Betry Ross, et al		
Defendant		
NOTICE OF APPEARANCE		
My name is <u>Season</u> and I am the defendant in the case.		
I enter my pro-se appearance in this matter and demand receipt of all documents sped in this		
case, as well as notice of all further proceedings.		
 I will represent myself, unless I or an attorney notify you otherwise. No attorney will 		
represent me in this case.		
 All court papers may be mailed to me by first class mail at the address listed below. 		
 My mailing address where I will accept legal documents is as follows: 		
Service address:		
(See allow)		
Organizero (G), (abrilia (Terres/Dig State, Dy-Code)		
Great Annu-1980		
(Talaphan Norteg) Seaso Suns		
(Ngs your name)		
has been		
(Print year name)		
Dated: Surcourty 3, 2005		

STEP 3: MAKE 3 COPIES OF THE NOTICE OF APPEARANCE Ask someone other than yourself who is at least 18 years old and not a Defendant in the lawsuit to "serve" the first copy of the Notice of Appearance on Plaintiff's attorney at the address listed on the Summons and Complaint. The easiest way to "serve" the Notice of Appearance is to arrange for the person to send it by certified mail, return receipt requested, or by overnight delivery service. Be sure to keep the proof of mailing and delivery.

STEP 5: FILL OUT THE AFFIDAVIT OF SERVICE

The person who "served" the copy of the Notice of Appearance on the Plaintiff's attorney from step 4, must fill out the Affidavit of Service in front a Notary Public and have it notarized. You can often find a Notary Public at a branch of your local bank. Please be aware they may charge a small fee for this service.

STEP 6: DATE STAMP AND FILE THE NOTICE OF APPEARANCE AT COUNTY CLERK

Bring the original Notice of Appearance, the remaining two copies of the Notice of Appearance, the original notarized Affidavit of Service and a copy of the notarized Affidavit of Service to your County Clerk's office. (See list of the local area court clerks included in the front folder pocket of this guide.) At the County Clerk's office, state that you wish to file a Notice of Appearance. Be sure to ask the clerk to "timestamp" the original Notice of Appearance, the original Affidavit of Service, the two copies of the Notice of Appearance, and the copy of the Affidavit of Service so that you have proof of the date and time you filed your documents. Keep for your records a time stamped copy of the Notice of Appearance and a stamped copy of the Affidavit of Service.

AFFIDAVIT OF SERVICE		
I, Peskau Ponn, served the within Notice of Appearance on Plaintiff's attorney as follows (attorney's name and address):		
Langer Prob		
Angelone IVI) 1244		
I served the Verified Answer by the following method (check all that apply):		
☐ first class mail ☐ certified mail		
X certified mail, return receipt requested		
□ overnight delivery service		
☐ facsimile		
□ personal delivery.		
on the # day of January 2015.		
I am eighteen yours or older and I am not a Defendant in this lawsuit.		
•	Benau Ross	
	Signature:	
	Entag Ross Print Name:	
Sworn to and subscribed before me on this		
5" day of <u>Success</u> 20 <u>5</u>		
Abraham Lincoln		
Notary Public		

STEP 7: FILE THE NOTICE OF APPEARANCE AT THE SUPREME COURT CLERK

Go to the Supreme Court Clerk's office with your third copy of the Notice of Appearance. (See list of local area court clerks included in the front pocket of this guide.) Tell the clerk you would like to file a Notice of Appearance. Sometimes the court clerk will not accept a notice of appearance before your first settlement conference. Do not worry. Just bring your copies to your conference and hand it to the judge.