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| Notice of Appearance – Next Steps |

{{ users }} you have finished producing a completed Notice of Appearance Form in **{{ users }} v {{ other\_parties }}**. Now you need to file the form with {{ trial\_court }} which you can do by following the instructions below.

## Next steps

1. **Print 3 copies** of this form.
2. **File one copy** of this form with {{ trial\_court }}.
3. **Deliver one copy** of this form to {{showifdef('other\_parties[0]') }} or their attorney.
4. **Keep one copy** of this formfor yourself in a safe place**.**

## File your Notice of Appearance

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 %}

## Learn more

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

or use the QR code below:

