

INSTRUCTIONS FOR COMPLETING THE VOLUNTARY APPEARANCE LETTER

a. Check the box next to what kind of case this is

a. Case for Divorce/Modification/Paternity Case for Emancipation

NOTE: These checkboxes and names will NOT print on your completed form.

HEADING:

- b. Enter the date.
- c. Enter the name of the other party.
- d. Enter the mailing address of the other party.
- e. Enter the city, state, and ZIP code of the other party.

b. Date:

c. To:
(Name of other party)

d. Address:
(Street Address/P.O. Box)

e.
(City/State/ZIP code)

BODY:

- f. Enter the type of complaint or petition you are sending (dissolution, paternity, modification, emancipation).

Enclosed please find a copy of a Complaint for

f.

SIGNATURE BLOCK:

- g. On the first line, sign your name.
- h. On the second line, enter or print your name.
- i. On the third line, enter your mailing address.
- j. On the fourth line, enter the city, state, and ZIP code of your mailing address.
- k. On the line starting "Enc:" enter the type of complaint or petition.

g.
(Your signature)

h.
(Your full name)

i.
(Your Street Address/P.O. Box)

j.
(Your City/State/ZIP code)

Enc: Complaint for
Voluntary Appearance form

k.

You will send this letter to the people you are sending the Voluntary Appearance form and a copy of the Complaint or Petition to.