## INSTRUCTIONS FOR COMPLETING THE VOLUNTARY APPEARANCE LETTER

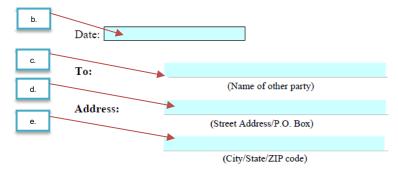
a. Check the box next to what kind of case this is



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.



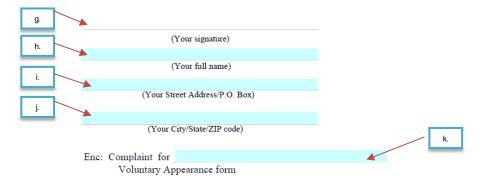
## **BODY:**

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

Enclosed please find a copy of a Complaint for

## 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.



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