

INSTRUCTIONS FOR COMPLETING THE VOLUNTARY APPEARANCE LETTER

- **Check the box next to what kind of case this is**

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

HEADING:

- Enter the date.
- Enter the first, middle, and last names of the other party.
- Enter the mailing address of the other party.
- Enter the city, state, and ZIP code of the other party.

BODY:

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

SIGNATURE BLOCK:

- On the first line, sign your full name.
- On the second line, enter or print your full name.
- On the third line, enter your mailing address.
- On the fourth line, enter the city, state, and ZIP code of your mailing address.

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