

COMPLETING THE VOLUNTARY APPEARANCE LETTER

Send this letter with the Voluntary Appearance form and a copy of the Complaint or Petition to the other parties in this case. The letter tells the other parties what they should do if they accept service in this way.

Check the first box if this is a civil case.

Enter the date you are sending the letter.

Page 1 of 1 for Divorce, Paternity, Modification, or Enforcement

Enter the name of the other party, and their address.

Enter the title of the type of Complaint.

Sign the form and enter your printed name, your address, telephone number, and your email address.

Enter the title of the type of Complaint.

☒ Case for Divorce/Modification/Paternity ☐ Case for Emancipation

Date: _____

To: _____
(Name of other party)

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

(City/State/ZIP code)

Greetings:

Enclosed please find a copy of a Complaint for _____ and a Voluntary Appearance form. If you agree to accept service, please sign the enclosed form, file it with the clerk of the court and send me a copy. You may also return the signed Voluntary Appearance form to me so I can file it.

If I have not received a signed copy of the Voluntary Appearance form from you within ten days I will proceed with formal service of process.

I appreciate your attention to this matter.

Sincerely,

(Your signature)

(Your full name)

(Your Street Address/P.O. Box)

(Your City/State/ZIP code)

Enc: Complaint for _____
Voluntary Appearance form

Page 1 of 1 for Emancipation

Check the second box if this is an emancipation case.

Enter the date you are sending the letter.

Enter the name of the other party, and their address.

Enter the title of the type of Petition.

Sign the form and enter your printed name, your address, telephone number, and your email address.

Enter the title of the type of Petition.

☐ Case for Divorce/Modification/Paternity ☒ Case for Emancipation

Date: _____

To: _____
(Name of other party)

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

(City/State/ZIP code)

Greetings:

Enclosed please find a copy of a Petition for _____ and a Voluntary Appearance form. If you agree to accept service, please sign the enclosed form, file it with the clerk of the court and send me a copy. You may also return the signed Voluntary Appearance form to me so I can file it.

If I have not received a signed copy of the Voluntary Appearance form from you within ten days I will proceed with formal service of process.

I appreciate your attention to this matter.

Sincerely,

(Your signature)

(Your full name)

(Your Street Address/P.O. Box)

(Your City/State/ZIP code)

Enc: Petition for _____
Voluntary Appearance form