

Rule 1910.6 Entry of Appearance.

- (a) Any attorney who files and/or serves a legal paper or appears on behalf of a client in any cause of action in Family Division-Adult Section must complete, file and serve a praecipe for appearance, substantially in the form set forth in (b), identifying the cause or causes of action in which he/she will be acting as counsel and identifying by name the party whom the attorney is representing.
- (b) Caption

PRAECIPE FOR APPEARANCE

Kindly enter my appearance as counsel for _____ Name of Party* _____ in the above-captioned cases in the following:

- _____ All matters
- _____ Divorce (and all claims raised pursuant thereto) Only
- _____ Support Only
- _____ Custody Only
- _____ Protection From Abuse Only
- _____ Other: _____

Once my appearance is entered, I understand that I must appear at all proceedings and accept service for my client unless I obtain Court permission to withdraw my appearance.

Supreme Court #: _____

Name: _____

Address: _____

Phone #: _____

Date: _____ Signature _____

*Your client must be identified by name, not solely as Plaintiff or Defendant.

- (c) Praecepte of appearance forms shall be available from Domestic Relations Officers, Hearing Officers, Judges' staff, Room 4020, and the Office of the Prothonotary on the 1st floor of the City-County Building.
- (d) The attorney must appear at all Family Division proceedings and receive service on behalf of his/her client with respect to all causes of action in which the attorney has indicated on the praecipe for appearance he/she is representing his/her client. If the attorney fails to appear, the court may impose sanctions including but not limited to fines and counsel fees.
- (e) Entering an appearance or filing any legal paper in a divorce action obligates the attorney to represent the client in any and all claims or counterclaims which are raised pursuant to the divorce action.
- (f) No pro se motions will be accepted involving a cause of action in which a litigant is represented by counsel.
- (g) Each attorney shall file and serve a praecipe for appearance with respect to each of his/her cases which are pending as of January 1, 2002.

Note: Adopted April 22, 2002, effective 30 days after publication in the *Pennsylvania Bulletin*.