



CIVIL APPEARANCE ORDER FORM

Panel Member <i>(For Office Use Only)</i>	# Pages	Panel Initials	ATG #
		Confirm & Fax Back	

Instructions

1. Please fill out this form completely (for your & our attorney's benefit)
2. *Fax or email* the completed form to (951) 684-3716 | orders@attorneystogo.com
3. Call (951) 680-9800 to confirm receipt of order.

Today's Date

CONTACT INFORMATION

Attorney/Firm _____ Contact Name _____ Email _____

Street Address _____ City _____ State _____ Zip code _____

Phone _____ Fax _____ Emergency / Night Contact Name _____ Contact Phone _____

APPEARANCE INFORMATION

Courthouse (or depo) City _____ Courthouse (or depo) Street Address _____ Appearance Date _____ Time _____ Dept. _____

Type of Case (PI, Contract, Family, UD) _____ Type of Hearing (OSC, CMC, Arb., Depo, Motion, etc.) _____ If OSC re: _____

Case Name _____ Case Number _____ **PLTF** Party you Represent _____ **DFND** Your Client Name _____

What do you want to happen at this hearing?

\$ _____ Injury _____ \$ _____ Meds _____ \$ _____ L.O.E. _____ Date Cmplnt Filed _____

YES **NO**
All Parties Served? _____ Indicate unserved parties, why not served, and if/when they will be served _____

YES **NO** **YES** **NO**
P.O.S. Filed? _____ If NO, Why Was P.O.S Not Filed? _____ All Parties Answered? _____ If NO, Who Didn't Answer? _____

YES **NO**
Any Parties Defaulted? _____ If YES, Who Defaulted? _____ Discovery Status _____

Motions Pending or Anticipated _____ Date _____ **MED** **ARB** **NONE**
Agree to ADR? _____ If NONE, Why Not? _____

JURY **BENCH** **NO** **YES** **NO**
Set Case for Trial? _____ # of Days _____ Posted Jury Fees? _____

FILED **NOT FILED** **NOT REQ'D** **YES** **NO**
CMC Statement _____ If NOT FILED, Why Not? _____ Copy Attached? _____

By utilizing this order form and service, the above law firm/lawyer agrees that: 1) in any litigation arising in connection with this order for a special appearance, Riverside County is the court of proper jurisdiction and venue; 2) in any litigation necessary to collect unpaid charges, Attorneys to Go will be entitled to reasonable attorneys' fees; 3) a late fee of one-and-one-half percent (1-1/2%) per month will be added to any charge not paid within thirty (30) days of the appearance; 4) we will not contact Attorneys to Go appearance attorneys for future appearances except through Attorneys to Go. Full rate information and policies are available at www.attorneystogo.com