

## **INSTRUCTIONS FOR COMPLETING APPEARANCE FORM AND RULES CONCERNING APPEARANCES BY ATTORNEYS**

### **1. General Information**

Local Rule 83.17 provides that once an attorney has filed an appearance form on behalf of a party, no additional appearances or substitutions may be made without leave of court. The Rule also provides that the attorney may not withdraw without leave of court. Therefore, if more than one attorney will represent the party or parties shown on the front of this form, each should complete a separate appearance form.

### **2. Listing of Parties for Whom the Attorney is Appearing**

The names of each of the parties represented by the attorney filing the appearance are to be listed on the lines immediately below the words "Appearances are hereby filed by the undersigned as attorney for." The type of party, *e.g.*, plaintiff, defendant, third party plaintiff, should follow each party. If all the parties are of the same type, *e.g.*, all parties represented are plaintiffs, then the type of party can be shown at the end of the listing of parties.

### **3. Identification Number**

An attorney who is a member of the Illinois bar should enter the identification number issued to him or her by the Illinois Attorney Registration and Disciplinary Commission (ARDC). An attorney who is not a member of the Illinois bar should enter his or her other state bar number.

### **4. Lead Counsel and Notices**

Where more than one attorney appears on behalf of a party or parties, all attorneys will be entered on the docket as attorneys of record. E-mail notices will be sent to all attorneys of record who are registered e- filers. However, in any instance where notice must be mailed through the postal system, such notice will be mailed only to the attorney shown as lead counsel.

### **5. Appearances: General and Trial Bar Membership**

All attorneys filing appearances must indicate whether they are members of the general and or trial bar of this Court and whether or not they will try the case in the event that it goes to trial.

In criminal actions, an attorney who is not a member of the trial bar may not act as the only counsel representing a party. Pursuant to Local Rule 83.12, a member of the trial bar must accompany such attorney and must also file an appearance.

In civil actions, if a trial bar attorney has not previously filed an appearance and the case goes to trial, a trial bar attorney, pursuant to Local Rule 83.17, must obtain leave of court to file an appearance.

### **6. Parties are Required to Consider Alternative Dispute Resolution**

Pursuant to 28 U.S.C. §652(a), all litigants in civil cases pending before this Court are directed to consider the use of an alternative dispute resolution process at the earliest appropriate stage of the litigation. Such process may include mediation, early neutral evaluation, minitrial, or arbitration.

### **7. Local Rule 3.2 Requires Notification as to Affiliates**

Pursuant to Local Rule 3.2, a Notification of Affiliates shall identify all the party's affiliates known to the party after a diligent review, or state that after a diligent review the party has identified no affiliates. A party must file the statement with its first appearance, pleading, petition, motion, response, or other request addressed to the court.