



CIVIL APPEARANCE ORDER FORM

Panel Member (For Office Use Only) # 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 Party you Represent Your Client Name

What do you want to happen at this hearing?

Damage Total Injury Meds L.O.E. Date Cmplnt Filed
All Parties Served? Indicate unserved parties, why not served, and if/when they will be served
P.O.S. Filed? If NO, Why Was P.O.S Not Filed? All Parties Answered? If NO, Who Didn't Answer?
Any Parties Defaulted? If YES, Who Defaulted? Discovery Status
Motions Pending or Anticipated Date Agree to ADR? If NONE, Why Not?
Set Case for Trial? # of Days Posted Jury Fees?
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