

FILING A NOTICE OF APPEARANCE

It is the Policy of the Commission that an attorney shall file a notice of appearance in any matter in which they provide services on behalf of the Commission. The notice of appearance should indicate the extent of representation which the attorney is providing. For example, a notice of appearance in a criminal case assignment would indicate that the attorney is representing the named client on listed charges in certain listed court file numbers, through the expiration of time to file an appeal. The attorney shall provide a copy of the notice of appearance to the client, either in person, or by sending the same to the client's last known address.