

Instructions for completing  
**Appearance or Withdrawal**  
NHJB-2119-P

Form use. Any person, who has an interest in a case, must file an appearance in order to file any pleadings and receive any notifications regarding the case from the court. A withdrawal is filed when the person no longer wishes to receive information about this case.

Top part of form

- **COURT NAME:** Enter the name of the county probate court where the document will be filed. (example: Belknap County Probate Court; Rockingham County Probate Court).
- **CASE NAME:** Enter the name of the deceased (example: Estate of John Adams; Estate of Susan Jones).
- **CASE NUMBER:** Leave blank if not yet assigned by court OR fill in case number if it is known.

Main part of form

This part of the form is made up of a large box divided into two sections. One is labeled ‘**APPEARANCE**’ and the other section is labeled ‘**MOTION FOR WITHDRAWAL**’ OR ‘**WITHDRAWAL**’. Complete either section as it applies to your case, as follows:

**APPEARANCE** – check off the box that indicates who you are and for whom you are appearing:

- If you are an attorney, enter the names (s) of the party(ies) you represent in this case,  
OR
- If you are representing yourself in this case, check the box for “pro se”.
- Check off the box that indicates either your capacity if representing yourself or the capacity of the party you are representing if you are an attorney. If ‘**Other**’ is selected, enter the party represented on the line provided. “Capacity” means relationship to or role in their care.

**MOTION FOR WITHDRAWAL** – is for attorney use only.

- If you are an attorney, on the first line complete this section by entering the names(s) of the party(ies) you represent.
- On the second line, enter the reason for withdrawal in this case.

**WITHDRAWAL** – is to be used by anyone other than an attorney.

- Check off the box that indicates the capacity for which you are withdrawing your appearance.

Name, address and signature part of form

- On the line for **Attorney or pro se name**, enter the name of the person filing this appearance form. If you are an attorney, enter your NH Bar identification number.
- On the line for **Name of law firm (if applicable)**, enter the named attorney’s law firm if there is an attorney on the case.
- On the lines for **Mailing Address** and **Telephone number**, enter the complete mailing address including zip code, and telephone number of the person filing this appearance form. Enter an email address if we may contact you by email.

The sentence prior to the signature section indicates that the person filing this document has provided copies to all attorneys, parties and persons beneficially interested in the case. You will sign the form on the **Signature** line, and date it in the appropriate space to the left.

## Order

This section will be completed by the judge once the document is filed with the court and reviewed in detail by the judge.

**Review the completed form for accuracy prior to filing it with the court. If completing this form on-line, some fields may be filled in automatically based on entries in other fields. If more space is needed for any question, please attach additional sheets of paper.**