

1 Attorney(s) name(s) and state bar number
Law Firm
2 Address
3 Telephone number
4 Facsimile number
E-mail address

5 Attorney(s) for Respondent

6 **SAMPLE NOTICE OF APPEARANCE**

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10 STATE OF CALIFORNIA
11 NEW MOTOR VEHICLE BOARD

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13 In the Matter of the Protest of

14 **NAME OF DEALERSHIP,**

15 Protestant,

16 v.

17 **NAME OF MANUFACTURER/DISTRIBUTOR,**

18 Respondent.
19

Protest No. (enter Protest No.)

NOTICE OF APPEARANCE

20
21 Respondent, [enter Respondent's name], will be represented in the above-designated proceeding
22 by [Name of Attorney, address, telephone and fax number]. Respondent desires to appear at all hearings
23 in the above-proceeding for purposes of submitting evidence and oral argument.

24
25 Date: [enter date]

26 By [signature]
27 Attorney(s) name(s)
28

1 **THE NOTICE OF APPEARANCE MAY NOT BE PROCESSED WITHOUT AN**
2 **ATTACHED PROOF OF SERVICE AND THE \$200.00 FILING FEE**
3 **PAID BY CHECK OR BY PHONE WITH A CREDIT CARD (916-445-1888)**
4

5 **DISCLAIMER:** This sample provides a basic means for drafting a document for filing with the
6 Board, but the sample should not be mistaken as a substitute for personalized advice from a
7 qualified attorney or other person sufficiently knowledgeable to represent parties before the
8 Board. The Board strives to provide relevant, accurate and complete information. However, the
9 Board cannot and does not warrant the relevancy, accuracy, completeness or propriety of the
10 information provided in this sample.
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