

**APPEARANCE
STATE OF CONNECTICUT
FREEDOM OF INFORMATION COMMISSION**

INSTRUCTIONS

1. Type or print legibly.
2. File only the original with the Clerk of the Commission, Freedom of Information Commission, 18-20 Trinity Street, Suite 100, Hartford, CT 06106.
3. Mail or deliver a copy to the attorney or pro se party and complete the certification below.
4. For **Appearance in place of (in-lieu-of) another attorney, law firm, or self-represented party:** Complete the certification below.

TO: The Freedom of Information Commission

FIC DOCKET NO.		RETURN DATE		
NAME OF CASE (FIRST-NAMED COMPLAINANT V. FIRST-NAMED RESPONDENT)				
PLEASE ENTER THE APPEARANCE OF:				
NAME OF OFFICIAL, FIRM, PROFESSIONAL CORPORATION, OR INDIVIDUAL ATTORNEY				
MAILING ADDRESS (No., Street, P.O. Box)				
CITY/TOWN	STATE	ZIP CODE	TELEPHONE NO. (Area code first)	FAX NO. (Area code first)

in the above-entitled case for: ("X" one of the following)

- The Complainant
- All Complainants
- The following Complainant(s) only: _____
- The Respondent
- All Respondents
- The following Respondent(s) only: _____
- Intervener: _____

Note: If other counsel or a pro se party have already appeared for the party or parties indicated above, state whether this appearance is:

- In lieu of appearance of attorney or firm or pro se party (Name) _____ already on file **OR** _____ **(Name)**
- In addition to appearance already on file.

CERTIFICATION

This certification must be completed for "in lieu of" appearances

SIGNED (Individual attorney or pro se party) X	NAME OF PERSON SIGNING AT LEFT (Print or Type)	DATE SIGNED
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I hereby certify that a copy of the above was mailed or delivered to:

- All counsel and pro se parties of record as listed below and on any additional sheet(s).
- Counsel or the party whose appearance is to be replaced as listed below and on additional sheet(s).

SIGNED (Individual attorney or pro se party) X	DATE COPY(IES) MAILED OR DELIVERED
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NAME OF EACH PARTY SERVED *	ADDRESS AT WHICH SERVICE WAS MADE
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*If necessary, attach an additional sheet or sheets with the name(s) of each party served and the address at which service was made.