**BEFORE THE**

**INDIANA EDUCATION EMPLOYMENT**

**RELATIONS BOARD**

 )

[*NAME OF COMPLAINANT(S*)] )

 Complainant[s] )

 )

v. ) Case Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ) [*Note: IEERB will assign case number after filed.*]

[*NAME OF RESPONDENT(S*)] )

 Respondent(s). )

 )

**NOTICE OF APPEARANCE**

Comes now *(Attorney/ Representative/ Law Firm)* and enters (*his/her/its*) appearance on behalf of (*Complainant/Respondent/Intervenor*), in the above-captioned case, and pursuant to 560 IAC 2-6-2 gives notice that (*Attorney/Representative /Individual*) will be the designated representative on which service may be made.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred method of service, if other than electronic, for any unfair practice matter under 560 IAC 2-3.1, all other matters must use email for service:**

[*U.S. Mail*] [*Address*]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Other*] [*Specify and provide manner of contact*]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATE OF SERVICE**

I hereby certify that a true and exact copy of the foregoing has been served on [*Respondent(s)*], via [email] at [*Respondent’s email address*] on [*day, month, year*].

 [*signature or electronic signature*]\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [*name*]

 [*title*]

[Note: All respondents must be individually served; 560 IAC 2-6-1.1(e) provides that complaints must be served via electronic service. In addition to being served electronically, complaints may also be served pursuant to 560 IAC 2-3.1-1(6).]