**Form 11
Memorandum of Appearance**

**(0.9, r. 1(1))**

**IN THE HIGH COURT OF LAGOS STATE**

 In the ……………………………………………………………………..…….. Judicial Division

 Suit No……………………………………….

 Between:

 ………………………..…………………………………………………………………......... Claimant(s)

 And

 ……………………………………..……………………………………………………………...... Defendant(s)

 Please enter an appearance for 1(a) ………………………………………………………. sued as 1(b)

……………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………

In this action.

 Dated the ……………………..day of ………………….. 20……………………

 Signed………………………………….

Whose address for service is 1(c)…………………………………….

………………………………………………………………………….

**N.B.** – Additional notes for the guidance of defendants seeking to enter an appearance are given on the back. Please read carefully.

**Notes:-**

 1(a) The defendant must give his or her full name.

 (b) Give name by which the defendant is described in the writ if this differs from defendant’s full name, otherwise delete words “such as”.

 (c) A defendant appearing in person must give his residence or some other place within the Judicial Division of Lagos State to which communications for him should be sent. Where he appears by a Legal Practitioner, the Legal Practitioner’s place of business.

2. Where the defendant is a firm, the appearance must be entered by the individual partners by name with the description “partner in the firm of ……………………..”

3. Where the defendants is an individual trading in a name order than his own, the appearance must be entered by him in his own name with the addition of the description “Trading as …………………………………”

4. Where the defendant is a limited liability company, the appearance must be entered by a Legal Practitioner.

5. Where the appearance is been entered by leave of the court, a copy of the order granting leave must accompany this form.

6. Where the defendant has no defence or admits the claimant’s claim, the entry of appearance will delay judgment and may increase the cost payable by the defendant.

7. Acknowledgement of service shall be as follows:-

 I,………………………… acknowledge that on the ………………. day of ……………….. 20……… At (time and place) received the following document-

1. ……………………………………………………………………………………………………………………………
2. ……………………………………………………………………………………………………………………………
3. …………………………………………………………………………………………………………………………..

 I also acknowledge that I am the person referred in the sealed copy of the originating process.

 DATED this **………………………..**day of …………………….20………….

…………………………………………

Signature