

## **Procedures Governing Limited Representation Pilot Project**

Notwithstanding any provision to the contrary in any Rule of Court and Standing Order, the following procedures shall apply and govern with respect to the Project.

### **1. Attorney Participation**

Participation in the pilot project is open to any attorney deemed qualified by the chief judge of the judicial district.

### **2. Limited Assistance Representation**

A qualified attorney may limit the scope of his or her representation of a client if the limitation is reasonable under the circumstances and the client gives informed consent.

### **3. Limited Appearance**

An attorney making a limited appearance on behalf of an otherwise unrepresented party shall file a Notice of Limited Appearance in the form attached to this Order. The Notice shall state precisely the court event to which the limited appearance pertains, and, if the appearance does not extend to all issues to be considered at the event, the Notice shall identify the discrete issues within the event covered by the appearance. An attorney may not enter a limited appearance for the sole purpose of making evidentiary objections. Nor shall a limited appearance allow both an attorney and a litigant to argue on the same legal issue during the period of the limited appearance. An attorney may file a Notice of Limited Appearance for more than one court event in a case. At any time, including during an event, an attorney may file a new Notice of Limited Appearance with the agreement of the client.

A pleading, motion, or other document filed by an attorney making a limited appearance shall state in bold type on the signature page of the document:

**“Attorney of [party] for the limited purpose of [court event].”**

An attorney filing a pleading, motion, or other document outside the scope of the limited appearance shall be deemed to have entered a general appearance, unless the attorney files a new Notice of Limited Appearance with the pleading, motion, or other document.

Upon the completion of the representation within the scope of a limited appearance (including the completion and filing of any order or journal entry documenting the court event for which the attorney was retained), an attorney shall withdraw by filing a Notice of Withdrawal of Limited Appearance in the

form attached to this Order, which notice shall include the client's name, address, and telephone number, unless otherwise provided by law. The attorney must file a Notice of Withdrawal of Limited Appearance for each court event for which the attorney has filed a Notice of Limited Appearance. The court may impose sanctions for failure to file such notice.

**4. Service**

Whenever service is required or permitted to be made upon a party represented by an attorney making a limited appearance, for all matters within the scope of the limited appearance, the service shall be made upon both the attorney and the party. Service upon a party shall be at the address listed for the party in the Notice of Limited Appearance. If the party's address has been impounded by court order or rule, service of process on the party shall be made in accordance with the court order or rule. Service upon an attorney making a limited appearance shall not be required for matters outside the scope of the limited appearance.

**5. Assistance in the Preparation of Documents**

An attorney may assist a client in preparing a pleading, motion, or other document to be signed and filed in court by the client, a practice sometimes referred to as "ghostwriting." In such cases, the attorney shall insert the notation "prepared with assistance of counsel" on any pleading, motion, or other document prepared by the attorney. The attorney is not required to sign the pleading, motion, or document and the filing of such pleading, motion, or document shall not constitute an appearance by the attorney.