

[Your Name/Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[State Bar Number]

[Court Name]
[Court Address]
[City, State, Zip Code]

Case Name: [Plaintiff/Petitioner Name] v. [Defendant/Respondent Name]
Case Number: [Insert Case Number]

NOTICE OF LIMITED SCOPE APPEARANCE

TO THE COURT, ALL PARTIES, AND THEIR ATTORNEYS OF RECORD:

PLEASE TAKE NOTICE that [Attorney Name] appears as attorney for [Client Name], [Party Role, e.g., Defendant], for the following limited scope of representation:

- [Describe specific task 1, e.g., Representation at the hearing on Date]
- [Describe specific task 2, e.g., Preparation of Motion for Summary Judgment]
- [Describe specific task 3, e.g., Discovery matters only]

This appearance is limited to the matters identified above. The party remains self-represented for all other aspects of this case.

Service of all papers relating to the specific matters listed above should be directed to the undersigned attorney. All other papers and notices should be served directly upon the party at the following address:

[Client Name]
[Client Address]
[Client City, State, Zip]

Dated: [Current Date]

Respectfully submitted,

[Attorney Signature]
[Attorney Printed Name]