

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	NOTICE OF LIMITED SCOPE APPEARANCE	<i>For Court Use Only</i>
_____ Plaintiff/Petitioner <i>(First, middle, last name)</i> v. _____ Defendant/Respondent <i>(First, middle, last name)</i>		_____ Case Number

1. The Lawyer, _____, and the Client, _____ have entered into a written agreement dated _____ for the Lawyer to provide **limited scope representation** to the Client in this court case as described in Paragraph 3 below.

2. The Client is (*check one*): Plaintiff/Petitioner Defendant/Respondent

3. The Lawyer appears pursuant to Supreme Court [Rule 13\(c\)\(6\)](#). This appearance is **limited in scope to the following matter(s)** in which the Lawyer will represent the Client (*check and complete all that apply*):

- in the court proceeding (*specify*) _____
 on the following date: _____
 and in any continuance of that proceeding
- at the trial on the following date: _____
 and in any continuance of that trial
- and until judgment
- at the following deposition(s): _____
- Other (*specify the scope and limits of representation*): _____

4. The Lawyer may **withdraw after completing the limited scope representation** specified in this appearance in the following ways:

- a. In Open Court: At a hearing attended by the Client, by presenting and filing an approved statewide *Notice of Completion of Limited Scope Appearance* with no prior notice. The Client may object to withdrawal if the Client believes that the Lawyer has not completed the limited scope representation described in this appearance; or
- b. Outside of Court: By filing an approved statewide *Notice of Completion of Limited Scope Representation* and an approved statewide *Objection to Completion of Limited Scope Appearance*, and serving them on the Client, other lawyers of record and other parties not represented by a lawyer (unless excused by court order), and on the judge then presiding over this case. If the Client objects to the withdrawal, the Client must file an *Objection to Completion of Limited Scope Appearance* within 21 days after the date of the service of the Lawyer's *Notice of Completion of Limited Scope Appearance* and *Objection*. If the Client timely files an *Objection*, the Lawyer must notice a hearing on the *Objection*.

5. Service of court papers on the Lawyer and Client named above shall be made in accordance with Supreme Court [Rule 11](#).

6. By signing below, the Client being represented under this *Limited Scope Appearance*:
- a. agrees to the delivery of all court papers to the addresses listed below; and
 - b. agrees to inform the court, all lawyers of record, and all parties not represented by a lawyer of any changes to the Client's address information listed below during the limited scope representation.

Signature of Lawyer

Name of Lawyer

Lawyer's Address

Lawyer's Telephone Number

Lawyer's Email

Lawyer Number

Signature of Client

Name of Client

Client's Address

Client's Telephone Number

Client's Email

Date

PROOF OF DELIVERY

In **1a**, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

In **1b**, check the box to show how you are sending the document.
CAUTION: If you and the person you are sending the document to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

In **c**, fill in the date and time that you are sending the document.

1. I am sending the *Notice of Limited Scope Appearance*

- a. To:
- Name: _____
First
Middle
Last
- Address: _____
Street, Apt #
City
State
ZIP
- Email address: _____

- b. By:
- An approved electronic filing service provider (EFSP)
 - Email (*not through an EFSP*)
- Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.*
- Personal hand delivery to:
 - The party
 - The party's family member who is 13 or older, at the party's residence
 - The party's lawyer
 - The party's lawyer's office
 - Mail or third-party carrier

- c. On: _____ at: _____ a.m. p.m.
Date
Time

In **2**, if you are sending the document to more than 1 party or lawyer, fill in **a**, **b**, and **c**. Otherwise leave **2** blank.

In **2a**, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

In **2b**, check the box to show how you are sending the document.

CAUTION: If you and the person you are sending the document to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

In **c**, fill in the date and time that you are sending the document.

If you are sending your document to more than 2 parties or lawyers, check the box and file the *Additional Proof of Delivery* with this form.

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

2. I am sending this document:

a. To:

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email address: _____

b. By:

- An approved electronic filing service provider (EFSP)
- Email (*not through an EFSP*)

Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.

- Personal hand delivery to:
 - The party
 - The party's family member who is 13 or older, at the party's residence
 - The party's lawyer
 - The party's lawyer's office
- Mail or third-party carrier

c. On: _____ at: _____ a.m. p.m.
Date

I have completed an *Additional Proof of Delivery* form.

I certify that everything in the *Proof of Delivery* is true and correct. I understand that a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/ _____
Your Signature

_____ *Street Address*

_____ *Print Your Name*

_____ *City, State, ZIP*

_____ *Telephone*

_____ *Email*

_____ *Attorney # (if any)*

GETTING COURT DOCUMENTS BY EMAIL: You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.