

STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY

For Official Use

Plaintiff/Petitioner
-vs-

Defendant/Respondent

Other

Amended

**Notice of
Limited Appearance**

Case No. _____

1. I, [Name of attorney] _____ at
[Attorney's address] _____
[Attorney's Phone number] _____ have entered into an agreement to provide limited scope representation in this case and file this Notice of Limited Appearance as attorney for the following party pursuant to §802.045, Wis. Stats.:

Name of Party	Address	Phone No.(s)	Party Designation Plaintiff/Petitioner Defendant/Respondent Other (Specify)

2. My appearance in this case is limited in scope to the following:
(List the specific proceeding(s) or issue(s) within the scope of the limited representation.)

3. The party/parties remain responsible for all matters not specifically described in this notice.
4. During the limited scope representation, all documents must be served on me and directly on the party pursuant to §801.14(2m), Wis. Stats.
5. Upon the completion of services of this limited representation, I will file and serve a Notice of Termination of Limited Appearance and serve a copy upon the party/parties and opposing attorney/party(ies).

Attorney

Name Printed or Typed

Bar Number

Date

STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY

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Notice of Termination of Limited Appearance

Case No. _____

1. I, [Name of attorney] _____ at
 [Attorney's address] _____,
 [Attorney's Phone number] _____ withdraw my Notice of Limited Appearance as attorney for
 the following party pursuant to §802.045, Wis. Stats.:

Name of Party	Address (Last Known)	Phone No.(s)	Party Designation
			Plaintiff/Petitioner Defendant/Respondent Other (Specify)

- I have completed all services within the scope of the Notice of Limited Appearance.
- I have completed all acts ordered by the court.
- This Notice of Termination of Limited Scope Representation has been served on all parties, including my former client in this case.

Attorney

Name Printed or Typed

Bar Number

Date

DISTRIBUTION:

- Original-Court
- Party/Attorney

Provided by the Planning and Policy Advisory Committee*

Note: PPAC developed this sample form regarding consent to a limited scope representation. This sample form is not intended to be included in a supreme court rule or serve as a court form but may be further developed or distributed by the State Bar of Wisconsin at continuing legal education sessions on limited scope representation.

Notice and Consent to Limited Scope Representation

To help you with your legal matters, you, the client, and _____, the lawyer, agree that the lawyer will limit the representation to helping you with a certain legal matter for a short time or for a particular purpose.

The lawyer must act in your best interest and give you competent help. When a lawyer and you agree that the lawyer will provide limited help:

- the lawyer does not have to give more help than the lawyer and you agreed; and
- the lawyer does not have to help with any other part of your legal matter.

While performing the limited legal services, the lawyer:

- is not promising any particular outcome; and
- is relying entirely on your disclosure of facts and will not make any independent investigation unless expressly agreed to in writing in this document.

If short-term limited scope representation is not reasonable, a lawyer may give advice, but will also tell you of the need to get more or other legal counsel.

I, the lawyer, agree to help you by performing the following limited services listed below and no other service, unless we revise this agreement in writing.

[INSTRUCTIONS: Check every item either Yes or No - do not leave any item blank. Delete all text that does not apply.]:

YES NO

- a) Give legal advice through office visits, telephone calls, facsimile (fax), mail or e-mail
- b) Advise about alternate means of resolving the matter including mediation and arbitration
- c) Evaluate the client's self-diagnosis of the case and advise about legal rights and responsibilities.
- d) Review pleadings and other documents prepared by you, the client
- e) Provide guidance and procedural information regarding filing and serving documents

- f) Suggest documents to be prepared
 - g) Draft pleadings, motions and other documents
 - h) Perform factual investigation including contacting witnesses, public record searches, in-depth interview of you, the client
 - i) Perform legal research and analysis
 - j) Evaluate settlement options
 - k) Perform discovery by interrogatories, deposition and requests for admissions and requests for production of documents
 - l) Plan for negotiations
 - m) Plan for court appearances
 - n) Provide standby telephone assistance during negotiations or settlement conferences
 - o) Refer you, the client, to expert witnesses, special masters or other attorneys
 - p) Provide Counseling about an appeal
 - q) Provide procedural assistance with an appeal
 - r) Provide substantive legal arguments in an appeal
 - s) Appear in court for the limited purpose of _____
-

- t) Provide preventative planning and/or schedule legal check-ups
- u) Other: _____

I will charge to the Client the following costs: _____

I will charge to the Client the following fee for my limited legal representation:

_____ Date: _____
(Type Lawyer's name)

(Lawyer's Signature)

CLIENT'S CONSENT

I have read this Notice and Consent form and I understand it. I agree that the legal services listed above are the only legal services to be provided by the lawyer. I understand and agree that the lawyer who is helping me with these services is not my lawyer for any other purpose and does not have to give me more legal help. If the lawyer is giving me advice or is helping me with legal or other documents, I understand the lawyer will stop helping me when the services listed above have been completed. The address I give below is my permanent address where I can be reached. I understand that it is important that the court handling my case and other parties to the case be able to reach me at the address after the lawyer ends the limited scope representation. I therefore agree that I will inform the Court and other parties of any change in my permanent address.

In exchange for the lawyer's limited scope representation, I agree to pay the attorney's fee and costs described above.

Sign your name: _____

Print your name: _____

Print your address: _____

Phone number: _____ FAX: _____

Message Phone: _____ Name: _____

Email address: _____