Commonwealth of Massachusetts
The Trial Court
Housing Court Department

_____Division Docket No._____

Notice of Limited Appearance

_____, Plaintiff/Petitioner
v.
_____, Defendant/Respondent

(On a Complaint/Petition for _____ filed _____)

1. The Attorney,_____, and the Plaintiff/Petitioner/ Defendant,

   Respondent,_____,

   have executed a written agreement whereby Attorney will provide limited representation to the Party.

2. The attorney's court appearance in this matter is limited to the following court events[1, 2] (enter date of event if known):

☐	a.	Motion to dismiss	_____
☐	b.	Motion for summary judgment	_____
☐	c.	Motion to vacate default judgment	_____
☐	d.	Motion to issue execution	_____
☐	e.	Motion to file late answer and discovery	_____
☐	f.	Motion for stay or continuance	_____
☐	g.	Motion for stay or continuance in proceedings in connection with referral of litigant to the Tenancy Preservation Project	_____
☐	h.	Motion to compel discovery	_____
☐	i.	Motion for new trial	_____
☐	j.	Motion to waive appeal bond	_____
☐	k.	Motion for injunction or order to repair	_____
☐	l.	Motion for injunction or order to enjoin interference with quiet enjoyment	_____
☐	m.	Mediation	_____
☐	n.	Trial	_____
☐	o.	Other_____	_____

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[1]If the appearance does not extend to all matters to be considered at the event, identify the discrete issues within the event covered by the appearance.

[2]If a Notice of Withdrawal of Limited Appearance is filed prior to the completion of all court events covered by the appearance, a new Notice of Limited Appearance must be filed for the remaining events.

3. Upon termination of representation indicated above, the Attorney will file a Withdrawal of Limited Appearance in this Court, and serve a copy upon the party and opposing counsel/party.

4. The Attorney named above is "Attorney of Record" and available for service of documents only for those court events as described in paragraph 2 above. For all other matters, the party must be served directly, except in cases when the address has been IMPOUNDED. The party's name, address and phone number are listed below for that purpose. (If the party's address is designated as IMPOUNDED, opposing counsel or the opposing party must serve pleadings and other court documents through the Court. Inquire at the Clerk's or Register's Office for assistance in completing service to a party with an impounded address.)

To the Party: If your address and/or telephone number has been IMPOUNDED, DO NOT provide it/them below. Instead, write IMPOUNDED on the address line below.

Signature of Party	Type or print Name of Party
Address (*for the purpose of service*)	Party's Telephone Number
Date	

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I certify that I have this day served notice of limited appearance on all counsel and all parties not represented by counsel. I further certify that I am in compliance with the requirements of Housing Court Department Standing Order 1-10 and qualified to utilize Limited Assistance Representation in the Housing Court Department.

Signature of Attorney	Type or print Name of Attorney
Attorney's Address	Attorney's Telephone Number
Date	
BBO No.	