

**Commonwealth of Massachusetts
The Trial Court
Superior Court Department**

_____, ss

Case 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 (enter date of event if known):
 - a. Complaint _____
 - b. Answer and counterclaim _____
 - c. Case management conference _____
 - d. Motion to dismiss _____
 - e. Motion for preliminary injunction _____
 - f. Motion to vacate default judgment _____
 - g. Motion to file late answer and discovery _____
 - h. Preparation of discovery requests _____
 - i. Preparation of discovery responses _____
 - j. Attendance at depositions _____
 - k. Motion to compel discovery _____
 - l. Motion for summary judgment _____
 - m. Abuse-prevention order hearing, c. 209A _____
 - n. Harassment-prevention order hearing, c. 258E _____
 - o. Status conference _____
 - p. Pretrial conference _____
 - q. ADR screening _____
 - r. Trial _____
 - s. Other _____
 - t. Other _____

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

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

To the Party: If your address, telephone number, or e-mail address has been IMPOUNDED, DO NOT provide it 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

City, State, Zip code

Party’s E-mail Address

Date

I certify that I have this day served notice of limited appearance on all counsel and all parties not represented by counsel, including my client. I further certify that I am qualified to provide Limited Assistance Representation and am in compliance with the requirements of Superior Court Department Standing Order 2-17.

Signature of Attorney

Type or Print Name of Attorney

Attorney’s Address

Attorney’s Telephone Number

City, State, Zip code

Attorney’s E-mail Address

Date

BBO No.