***V I R G I N I A :***

**IN THE \_\_\_\_\_\_ COURT FOR the [CITY] [COUNTY] of \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, *Plaintiff,**v.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,* *Defendant.* | ))))) Civil Action No. \_\_\_\_\_\_\_\_\_)))) |

**MOTION TO TERMINATE LIMITED SCOPE APPEARANCE**

 Counsel for [Plaintiff / Defendant] moves this Court under Rule 1:5(f) to terminate counsel’s limited scope appearance and in support of the motion states:

1. The undersigned counsel filed in this action a notice of limited scope appearance based upon a direct *pro bono* referral from a qualified legal services provider.
2. The notice specified that the appearance would be limited to [state to relevant matters, hearings, or issues].
3. The undersigned counsel’s obligations under the notice of limited scope appearance have been met because she/he has completed representation in [refer to the relevant matters, hearings, or issues].
4. [Plaintiff / Defendant]’s [refusal / inability] to endorse a notice of completion of limited scope appearance necessitates this motion.

WHEREFORE, the undersigned counsel asks this court for entry of an order terminating the limited scope appearance.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[**Counsel's name**]** **[**VSB number**]**

**[**Address**]**

**[**City, State, and Zip Code**]**

**[**Telephone number**]**

[E-mail address]

**[**Fax number**]**

Pro Bono Counsel for \_\_\_\_\_\_\_\_\_\_\_

Direct Pro Bono Referral from [QLSP]

**CERTIFICATE OF SERVICE**

I certify that pursuant to the provisions of Rule 1:12 of the Rules of the Supreme Court of Virginia I [mailed] [faxed] [delivered] a true copy of the foregoing Motion, this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_, to [Plaintiff / Defendant, i.e. Client] and [mailed] [faxed] [delivered] a copy to all counsel of record herein accordingly:

[Insert service address for Plaintiff or Defendant, i.e. Client, and all counsel of record]

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **[**Counsel's name**]**

 Counsel for \_\_\_\_\_\_\_\_\_\_\_