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

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

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

**Notice of Completion of Limited Scope Appearance**

In accordance with Virginia Supreme Court Rule 1:5(f)(4)(A), notice is hereby given that [COUNSEL NAME] has completed [his/her] pro bono appearance in this matter.

A Notice of Limited Scope Appearance (attached as Exhibit A) in the above-captioned case was filed on [DATE] specifying the following matters, hearings, or issues within the scope of this appearance: [copy language from Limited Scope Appearance]

Because the obligations listed above have been satisfied, as confirmed by [insert Client’s name]’s endorsement below made seven (7) days prior to the filing of this notice, counsel’s Limited Scope Appearance is completed. [Attorney name] and [firm], acting on a direct pro bono referral from [QLSP], are no longer counsel of record in the above-captioned case.

Respectfully submitted,

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

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

**[Organization or Firm]**

**[**Address**]**

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

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

[E-mail address]

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

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

Pro Bono Referral from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  SEEN AND AGREED:

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

[Party represented by limited scope] Date

**[**Address**]**

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

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

[E-mail address]

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

**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 notice, 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 \_\_\_\_\_\_\_\_\_\_\_