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

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

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

**NOTICE OF LIMITED SCOPE APPEARANCE**

***COMES NOW ON THIS*** \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, the undersigned attorney and enters a Notice of Limited Appearance for [Plaintiff/Defendant], \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , pursuant to Rule 1:5(f)(1).

1. Pursuant to Rule 1:5(f)(1)(A)(ii) counsel certifies that (he/she) is acting pro bono on a direct referral from [QLSP], a qualified legal services provider as defined in Section IV, Paragraph 3(e) of the Rules for Integration of the Virginia State Bar, Part Six of the Rules of Court.
2. Undersigned counsel and the [Plaintiff/Defendant] have executed a written agreement that the attorney will make a limited scope appearance in such action.
3. The undersigned attorney’s appearance in this case shall be limited in scope to the following: [specify the matters, hearings or issues on which the attorney will appear for the party]
4. Service of Papers shall be performed as provided in Rule 1:5(f)(3): “[s]ervice of all papers after the filing of a notice of limited scope appearance as provided in this Rule shall be made upon both the undersigned attorney and the party on whose behalf the appearance is made, who shall be considered an unrepresented party.” Service on the party on whose behalf this limited scope appearance should be at the following:
   1. [Plaintiff’s/Defendant’s represented by limited scope address]
5. Undersigned attorney’s representation of [Petitioner/Respondent] will terminate after undersigned attorney files a “Notice of Completion of Limited Scope Appearance” in accordance with Rule 1:5(f)(4)(A)

Respectfully submitted by,

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

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

**[**Firm/Org.]

**[**Address**]**

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

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

[E-mail address]

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

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

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

C**ERTIFICATE 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 \_\_\_\_\_\_\_\_\_\_\_