## [CAPTION]

## **NOTICE OF LIMITED ENTRY OF APPEARANCE**

Pursuant to Supreme Court Rule 115A, the undersigned attorney hereby enters a limited appearance on <u>(date)</u> for <u>(name of client)</u>, <u>(petitioner/respondent/plaintiff/defendant)</u> in this case.

- 1. This attorney, <u>(name)</u> and the <u>(petitioner/respondent/plaintiff/defendant)</u> have executed a written agreement whereby the attorney will provide limited representation to the <u>(petitioner/respondent/plaintiff/defendant)</u>.
- 2. This attorney's appearance in this case is limited in scope to the following matter(s):

[Identify all matter(s) that are applicable and provide a detailed description of services, including any scheduled appearances, as needed.]

- 3. This attorney is Attorney of Record and available for service of a document ONLY for the court events described above. For all other matters, the party must be served directly, unless otherwise ordered by the court. Service on this attorney for any issue not named above shall not be deemed service on the party. The party's name and, unless it is confidential, address where service will be accepted are provided below for that purpose.
- 4. A party or the party's counsel may contact the party represented by this attorney directly regarding matters outside the scope of this limited representation without first consulting this attorney.
- 5. This attorney's representation of <u>(petitioner/respondent/plaintiff/defendant)</u> will terminate after an order or journal entry resolving the matter subject to limited representation has been filed and a Notice of Withdrawal of Limited Appearance has been filed and served on the client and parties.

(Attorney's Signature)

Attorney's Name Supreme Court Number Address Telephone Number [Fax Number] [E-mail Address] Party's Name \*Address

\*Telephone Number

\*[Fax Number]

\*[E-mail Address]

\*Provide if nonconfidential

## **CERTIFICATE OF SERVICE**

The undersigned certifies that on the day of above Notice of Limited Entry of Appearance was served as follows:	
[List name and nonconfidential address of	each person served].
	(Signature)