**Client Handout: Limited Scope Representation Flow Chart**

Consult attorney, discuss issues and options for limited scope

Select **full service**

Select limited scope

 Discuss issues and tasks to be **apportioned between you and attorney**

 Decide who is going to do which parts

Attorney performs services **without appearing in cour**t on your behalf

**Sign written fee agreement and keep a copy**

Attorney **appears in court** on your behalf for a limited purpose

**Attorney performs** tasks s/he agreed to do

**You perform** tasks you agreed to do

**Attorney performs** tasks s/he agreed to do

**You perform** tasks you agreed to do

You need additional services outside initial scope and/or new issues emerge

Attorney sends you **withdrawal letter** and you advise attorney immediately if you don’t think all agreed services have been completed

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and start over with new issues and apportionment of tasks

You sign a Notice of Change in Representation or lawyer brings a Motion to be removed as lawyer of record to notify the court and opponent that lawyer’s work is done.