**Limited Scope Representation Flow Chart for Lawyers**

Consult client, discuss issues and options for **limited scope**

Select **full service**

Select limited scope

Discuss issues and tasks to be apportioned.

Designate responsibilities

Render limited scope services **without going on record**

**Obtain written fee agreement**

**Go on record** for limited scope

Perform agreed tasks

Perform agreed tasks. If appearing on a hearing, respond appropriately to Order or Judgment (Rule 59.08(1))

Client needs **additional services** outside initial scope and/or new issues emerge

Send client

**withdrawal** letter

Return to top and start over

File Notice of Change in Representation or bring Motion to be removed as lawyer of record