

# Hiring a Lawyer for Part of Your Legal Matter (“Limited Scope Representation”)



## ***What is limited scope representation and how can it help me?***

*Limited scope representation means that you and an attorney agree in writing that the attorney will do some of the work on your court case or other legal matter, and you will do the rest. You pay the attorney only for the parts you have agreed that the attorney will handle.*

## **What are examples of limited scope representation?**

Some examples of what you and an attorney might agree to are:

- The attorney will fill out certain paperwork to be filed with the court.
- The attorney will advise you on how to prepare documents yourself, or review documents you have prepared.
- The attorney will advise you on how to represent yourself in court.
- The attorney will file a “limited appearance” to represent you at a court event or proceeding if you have a family case or a family support magistrate case.

It is important to discuss the choices with the attorney to determine the best choice for your situation.

## **What is a “limited appearance?”**

If you have a family case or a family support magistrate case, you and the attorney may agree that the attorney will file what is known as a “limited appearance” to represent you in court for a specific event or proceeding.

It is important to understand that if you are going to have an attorney represent you in court for a specific event or proceeding, you must also file your own Appearance, form JD-CL-12, with the court if you have not already filed that form.

Only an attorney can file a Limited Appearance form JD-CL-121. Self-represented parties must use the general Appearance form JD-CL-12.

## **What if I need more services from the attorney at a later date?**

You may need help with new or unexpected legal issues at any time. You may also find that you need or want more help than you thought with your case or with another legal issue. If these things happen, you and the attorney can enter into a new agreement for the additional services.

## **What if I decide I want the attorney to handle my whole case?**

After going to court on your own, even with good advice from an attorney, you may decide that you would rather have the attorney represent you for the whole case. Even if you have agreed that the attorney would only represent you for a specific event or proceeding, you may agree at any time that the attorney will handle the whole case. That is between you and the attorney to decide.



## How will I know when the attorney is no longer representing me?

You and the attorney should be very clear in a written agreement about when the attorney's representation of you will end. Make sure that you understand the scope of the representation so that there are no questions about when it ends.

If your agreement with the attorney is that the attorney will represent you at one or more court event(s) or proceeding(s), the court will consider the attorney's limited appearance withdrawn and the representation over when the attorney has filed a Certificate of Completion, form JD-CL-122, with the court. The Certificate of Completion states that the attorney has completed his or her limited representation of you for the events or proceedings defined on the Limited Appearance. You will not be able to object to the Certificate of Completion.



## How do I find an attorney who will provide me with limited scope representation?

Word of mouth is often a helpful way to find an attorney. Talk to your friends or relatives about a lawyer they may have used and who they can recommend.

You may also call the local bar association lawyer referral program for your county listed below. The programs charge a fee for a referral.

COUNTY	TELEPHONE NUMBER
Fairfield	(203) 335-4116
Hartford, Litchfield Middlesex, Tolland And Windham	(860) 525-6052
New Haven	(203) 562-5750
New London	(860) 889-9384



[www.jud.ct.gov](http://www.jud.ct.gov)

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).