

JUDICIAL COUNCIL OF CALIFORNIA

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INVITATION TO COMMENT

SPR16-18

Title	Action Requested
Family Law: Simplifying Limited Scope Representation Procedures	Review and submit comments by June 14, 2016
Proposed Rules, Forms, Standards, or Statutes	Proposed Effective Date
Amend Cal. Rules of Court, rule 5.425; adopt form FL-957; revise forms FL-950, FL-955, FL-956, and FL-958	January 1, 2017
Proposed by	Contact
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Hon. Jerilyn L. Borack, Cochair Hon. Mark A. Juhas, Cochair	Gabrielle D. Selden, 415-865-8085 gabrielle.selden@jud.ca.gov

Executive Summary and Origin

The Family and Juvenile Law Advisory Committee proposes simplifying the procedure for an attorney to withdraw from limited scope representation when the attorney has completed the work agreed upon with the party/client in a family law matter. The proposal is intended to respond to a request from the California State Bar and family law attorneys who report that many attorneys are unwilling to make court appearances because the current procedure for withdrawal is too complicated. Incorporating, in part, a simpler process adopted in many states, the committee proposes amending rule 5.425 of the California Rules of Court, adopting one new form, and revising four forms, which would likely reduce the number of hearings regarding withdrawal of counsel and promote more limited scope representation in family law matters.

The Proposal

Background

Effective July 1, 2003, the Judicial Council adopted rules and forms “to enable limited scope representation so that attorneys can assist self-represented litigants, thereby increasing access to

The proposals have not been approved by the Judicial Council and are not intended to represent the views of the council, its Rules and Projects Committee, or its Policy Coordination and Liaison Committee. These proposals are circulated for comment purposes only.

justice and encouraging court efficiency.”¹ The council adopted the rules and forms in response to the request and recommendations of the Board of Governors of the State Bar of California.

In response to recent suggestions by the California Commission on Access to Justice—as well as family law attorneys and judges—that the rules and forms should be simplified and reflect practice in other states, the committee proposes changing the current procedure in the rule and forms to allow the attorney to file a *Notice of Completion of Limited Scope Representation* to withdraw from the case, instead of filing a motion to withdraw, if the client fails to sign a substitution of attorney.

Revising the Judicial Council’s rules and forms relating to limited scope representation would:

- Respond to concerns and problems identified that attorneys would be more willing to accept limited scope assignments but for the difficulty associated with withdrawing from that assignment when the work has been completed;
- Increase court efficiencies by eliminating, in most cases, the need for the clerk to (1) process the application to be relieved as counsel each time a party/client fails to substitute out of the case on completion of the representation, (2) process the proposed order submitted with the application, and/or (3) set a hearing on the matter; and
- Advance the Judicial Council’s goals and objectives of ensuring meaningful access to justice for all litigants and increasing the availability of legal representation and providing a continuum of legal services in family court.²

Rule 5.425. Limited Scope Representation; application of rules

Rule 5.425 of the California Rules of Court specifies the procedures associated with “noticed limited scope representation.” For this type, a *Notice of Limited Scope Representation* (form FL-950) must be served and filed with the court. The rule then provides the procedures to be relieved as counsel on completion of the representation. It requires the party to file a substitution of attorney on completion of the agreed-upon legal services, and also specifies the actions for the attorney to take if the party fails to sign the substitution of attorney.

¹ Judicial Council of Cal., Family and Juvenile Law Advisory Com. Rep., *Family Law: Limited Scope Representation* (Mar. 14, 2003), p. 1.

² Recommendation III of the *Elkins Family Law Task Force Final Report and Recommendations* provides: “Equal justice for all is basic to our democracy. The first step toward equal justice is providing everyone, regardless of his or her economic circumstances, meaningful access to the courts. Today, too many people find themselves in family court without the assistance they need to present their cases. For those who are able to represent themselves, we need to provide more services to help them navigate the court system and get their day in court. For those who cannot represent themselves meaningfully, we need to find additional ways to increase representation.” See p. 48. The final report may be found at <http://www.courts.ca.gov/documents/elkins-finalreport.pdf>.

The rule requires that the attorney file an *Application to Be Relieved as Counsel Upon Completion of Limited Scope Representation* (form FL-955), along with a proposed *Order on Application to Be Relieved as Counsel Upon Completion of Limited Scope Representation* (form FL-958) if the party/client fails to sign a substitute of attorney when the limited scope representation is complete. The next steps depend on whether the party/client files an objection to that application and proposed order.

- If the party/client does not object within 15 days of the service date, the clerk must forward the proposed order for judicial signature;
- If the party/client does file an *Objection to Application to Be Relieved as Counsel Upon Completion of Limited Scope Representation* (form FL-956), then the court clerk must set a hearing no later than 25 days from the date that the objection was filed.

The proposed amendments to rule 5.425 would replace the above procedure if a party/client fails to sign a substitution of attorney following completion of the agreed-upon limited scope services. The amended rule would require that:

- The attorney file and serve a *Notice of Completion of Limited Scope Representation* (form FL-955).
- The attorney be deemed to have withdrawn from the case if the client does not file and serve an *Objection to Notice of Completion of Limited Scope Representation* (form FL-956) within 15 calendar days after the date that the *Notice of Completion* was served on the client.
- The other parties in the case or their attorneys must serve legal documents and notices on the party's last known address listed in the filed *Notice of Completion*, unless otherwise ordered by the court.

Further, subdivision (e)(3) of the rule would provide the following procedure if the party/client objects to the *Notice of Completion* within 15 days from the date that it was served on him or her:

- The party/client must file an *Objection to Notice of Completion of Limited Scope Representation* (form FL-956); and proposed *Order on Objection to Notice of Completion of Limited Scope Representation* (form FL-958);
- The court clerk must set a hearing on the *Objection* no later than 25 days from the date the objection is filed.

- The other parties in the case or their attorneys should serve legal documents and notices on the party’s last known address listed in the filed *Notice of Completion*, unless or until the court orders otherwise.
- The attorney must file a response to the objection at least nine court days before the hearing (or as ordered by the court).
- The attorney must file the court’s signed *Order on Objection to Notice of Completion of Limited Scope Representation* (form FL-958) and serve it on all parties or the attorneys for all parties who have appeared in the case.

Notice of Limited Scope Representation (form FL-950)

The committee proposes only minor technical changes to item 3 of this form. The order of the headings would change to be consistent with other family law forms. For example, item 3a (“Child support”) would be moved to item 3b, and item 3d (“Child custody and visitation”) would be moved to 3a. In addition, the headings under item 3 would be updated to be consistent with current forms. For example, “Child custody and visitation” would be changed to “Child custody and visitation (parenting time),” and “Spousal support” would be changed to “Spousal/Domestic partner support.”

Application to Be Relieved as Counsel Upon Completion of Limited Scope Representation (form FL-955)

The committee proposes changing the title of the form so that it is consistent with the proposed new procedures for withdrawing from limited scope representation. The proposed revisions include:

- Renaming the form *Notice of Completion of Limited Scope Representation* (form FL-955);
- Deleting the language in current item 1, which is a request to be relieved as counsel in the matter;
- Revising the notice to the party/client to reflect the procedure for objecting to the notice; and
- Revising the proof of service on page 2 to show the proposed new form title.

Objection to Application to Be Relieved As Counsel Upon Completion of Limited Scope Representation (form FL-956)

The committee proposes changing:

- The title of the form to *Objection to Notice of Completion of Limited Scope Representation* wherever it appears in the text.

- Item 3 to allow the party/client to indicate if the attorney should not be allowed to withdraw because he or she has failed to complete either services agreed upon or acts ordered by the court;
- The notice box to state the revised title of form FL-955; and
- The proof of service on page 2 to reflect the new form title.

Response to Objection to Notice of Completion of Limited Scope Representation (form FL-957)

The committee proposes that this new, optional form be approved for use by the attorney to respond when the party/client has filed an objection to the attorney's withdrawal.

Order on Application to Be Relieved as Counsel Upon Completion of Limited Scope Representation (form FL-958)

The proposal would revise this form by changing the title to *Order on Objection to Notice of Completion of Limited Scope Representation* and deleting references to current procedures and forms titles that the committee proposes to change (replacing them with the proposed new names and procedures).

Alternatives Considered

The committee considered proposing a revision to the procedure to simply state that the filing and service of the attorney's *Notice of Completion* would relieve the counsel as attorney of record for the party/client. However, the committee decided to recommend further amendments to cover situations in which the party/client did not file a substitution of attorney and believed that the attorney had not completed the agreed-upon legal services or other acts ordered by the court. Although other states which have adopted rules regarding limited scope representation do not provide for this process in their limited scope representation rules, including this amendment would promote fairness for the litigant while still making the process of withdrawing from the case easier for the attorney who provided limited scope assistance.

The committee also considered proposing that the new form *Response to Objection to Notice of Completion of Limited Scope Representation* (form FL-957) be adopted for mandatory use. However, the committee decided to propose that the form be approved for optional use since it is not a legislatively mandated form.

Implementation Requirements, Costs, and Operational Impacts

The committee anticipates that this proposal will result in some costs incurred by the courts to revise forms, train court staff about the changes to the rules and forms included in this proposal, and possibly revise local court rules and forms so they are consistent with the changes adopted by the Judicial Council. However, the committee expects that the changes will save resources for the courts by clarifying and simplifying procedures.

Request for Specific Comments

In addition to comments on the proposal as a whole, the advisory committee is interested in comments on the following:

- Should the rule or forms require that if an attorney makes an appearance at a hearing, the attorney is responsible for preparing the order after hearing, if so directed by the judge?
- Does the proposal appropriately address the stated purpose?
- Will this proposal improve access for low- and moderate-income litigants?

The advisory committee also seeks comments from *courts* on the following cost and implementation matters:

- Would the proposal provide cost savings? If so please quantify.
- What would the implementation requirements be for courts? For example, training staff (please identify position and expected hours of training), revising processes and procedures (please describe), changing docket codes in case management systems, or modifying case management systems.
- Would 2 months from Judicial Council approval of this proposal until its effective date provide sufficient time for implementation?
- How well would this proposal work in courts of different sizes?

Attachments and Links

1. Cal. Rules of Court, rule 5.425, at pages 7–9
2. Forms FL-950, FL-955, FL-956, FL-957, FL-958, at pages 10–20

Rule 5.425 of the California Rules of Court would be amended, effective January 1, 2017, to read:

1 **Rule 5.425. Limited scope representation; application of rules**

2
3 (a)–(c) * * *

4
5 (d) **Noticed limited scope representation**

6
7 (1) A party and an attorney must provide the required notice of their agreement
8 for limited scope representation by serving other parties and filing with the
9 court a *Notice of Limited Scope Representation* (form FL-950).

10
11 (2) After the notice in (1) is received, ~~and until either a substitution of attorney or~~
12 ~~an order to be relieved as attorney is filed and served~~ the attorney will
13 continue to represent the party until the following is filed and served:

14
15 (A) A *Substitution of Attorney—Civil* (form MC-050);

16
17 (B) A *Notice of Completion of Limited Scope Representation* (form FL-
18 955) filed without objection by the client; or

19
20 (C) An order to be relieved as attorney or record.

21
22 (3) After the notice in (1) is received and until the attorney is relieved of his or
23 her duties under (2):

24
25 (A) The attorney must be served with documents that relate only to the
26 issues identified in the *Notice of Limited Scope Representation* (form
27 FL-950); and

28
29 (B) The party must be served directly with documents that relate to all
30 other issues outside the scope of the attorney’s representation.

31
32 (e) **Procedures to be relieved as counsel on completion of limited scope**
33 **representation**

34
35 An attorney who has completed the tasks specified in the *Notice of Limited Scope*
36 *Representation* (form FL-950) may use the following procedures in this rule to
37 ~~request that he or she be relieved as attorney~~ withdraw as the party’s attorney in
38 cases in which the attorney has appeared before the court as an attorney of record
39 and the client has not signed a *Substitution of Attorney—Civil* (form MC-050):

40
41 (1) ~~Application~~

42
43 ~~An application to be relieved as attorney on completion of limited scope~~

1 representation under Code of Civil Procedure section 284(2) must be directed
2 to the client and made on the *Application to Be Relieved as Counsel Upon*
3 *Completion of Limited Scope Representation* (form FL-955).
4

5 ~~(2)~~(1) Filing File and service serve of application a Notice of Completion of
6 Limited Scope Representation; blank objection form
7

8 (A) ~~The application to be relieved as attorney must be filed with the court~~
9 The attorney must file a *Notice of Completion of Limited Scope*
10 *Representation* (form FL-955) and served it on the client and on all
11 other parties or attorneys for parties in the case. The client attorney
12 must also be served the client with a blank *Objection to Application to*
13 *Be Relieved as Counsel on Notice of Completion of Limited Scope*
14 *Representation* (form FL-956).
15

16 (B) The client has 15 calendar days after the date on the proof of service on
17 the *Notice of Completion* to file the objection and a proposed order with
18 the court and serve it on his or her attorney and on all other parties or
19 attorneys for parties in the case.
20

21 ~~(3)~~(2) No objection
22

23 If the client does not object within the time permitted in (e)(1)(B): no
24 objection is served and filed with the court within 15 days from the date that
25 the *Application to Be Relieved as Counsel on Completion of Limited Scope*
26 *Representation* (form FL-955) is served on the client; the attorney making the
27 application must file an updated form FL-955 indicating the lack of
28 objection, along with a proposed *Order on Application to Be Relieved as*
29 *Counsel on Completion of Limited Scope Representation* (form FL-958). The
30 clerk must then forward the order for judicial signature.
31

32 (A) The attorney is deemed to have withdrawn from the case.
33

34 (B) The other parties in the case or their attorneys must serve legal
35 documents and notices on the party's last known address listed in the
36 filed *Notice of Completion*, unless otherwise ordered by the court.
37

38 ~~(4)~~(3) Objection
39

40 If an objection to the application is served and filed within 15 days, the clerk
41 must set a hearing date on the *Objection to Application to Be Relieved as*
42 *Counsel on Completion of Limited Scope Representation* (form FL-956). The
43 hearing must be scheduled no later than 25 days from the date the objection is

1 filed. The clerk must send the notice of the hearing to the parties and the
2 attorney. To object to a *Notice of Completion of Limited Scope*
3 *Representation* (form FL-955), the client must file and serve an *Objection to*
4 *Notice of Completion of Limited Scope Representation* (form FL-956) and a
5 proposed *Order on Objection to Notice of Completion of Limited Scope*
6 *Representation* (form FL-958) within the time permitted in (e)(1)(B).
7 Thereafter, the following procedures apply:
8

- 9 (A) The court clerk must set a hearing on the objection no later than 25
10 days from the date the objection is filed.
11
12 (B) The attorney must file a response to the objection at least 9 court days
13 before the hearing (or as ordered by the court). A *Response to*
14 *Objection to Notice of Completion of Limited Scope Representation*
15 (form FL-957) may be used for this purpose.
16
17 (C) Following the hearing, the attorney must file the court’s signed *Order*
18 *on Objection to Notice of Completion of Limited Scope*
19 *Representation* (form FL-958) and have it served on all parties or the
20 attorneys for all parties who have appeared in the case. The court may
21 delay the effective date of the order until proof of service of a copy of
22 the signed order has been filed with the court.
23

24 (5) — *Service of the order*
25

26 If no objection is served and filed and the proposed order is signed, the
27 attorney who filed the *Application to Be Relieved as Counsel on Completion*
28 *of Limited Scope Representation* (form FL-955) must serve a copy of the
29 signed order on the client and on all parties or the attorneys for all parties
30 who have appeared in the case. The court may delay the effective date of the
31 order relieving the attorney until proof of service of a copy of the signed
32 order on the client has been filed with the court.
33

34 (f) * * *
35

PARTY WITHOUT ATTORNEY OR ATTORNEY: _____ STATE BAR NO.: _____ NAME: _____ FIRM NAME: _____ STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ TELEPHONE NO.: _____ FAX NO.: _____ E-MAIL ADDRESS: _____ ATTORNEY FOR (name): _____	<p style="text-align: center;">FOR COURT USE ONLY</p> <p style="text-align: center;">DRAFT</p> <p style="text-align: center;">NOT APPROVED BY THE JUDICIAL COUNCIL</p>
<p style="text-align: center;">SUPERIOR COURT OF CALIFORNIA, COUNTY OF</p> STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
PETITIONER: _____ RESPONDENT: _____ OTHER PARENT/CLAIMANT: _____	
<p style="text-align: center;">NOTICE OF LIMITED SCOPE REPRESENTATION <input type="checkbox"/> AMENDED</p>	CASE NUMBER: _____

1. Attorney *name*: _____ and party *name*: _____ have an agreement that attorney will provide limited scope representation to the party.

2. Attorney will represent the party
 - at the hearing on *date*: _____ and for any continuance of that hearing
 - until submission of the order after hearing
 - until resolution of the issues checked on page 1 by trial or settlement
 - Other (*specify duration of representation*): _____

3. Attorney will serve as "attorney of record" for the party **only** for the following issues in the case:
 - a. Child custody and visitation (parenting time): (1) Establish (2) Enforce Modify (*describe in detail*): _____

 - b. Child support: (1) Establish (2) Enforce (3) Modify (*describe in detail*): _____

 - c. Spousal/Domestic partner support: (1) Establish (2) Enforce (3) Modify (*describe in detail*): _____

 - d. Restraining order: (1) Establish (2) Enforce (3) Modify (*describe in detail*): _____

 - e. Division of property (*describe in detail*): _____

PETITIONER: RESPONDENT: OTHER PARENT/CLAIMANT:	CASE NUMBER:
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f. Pension issues *(describe in detail)*:

g. Contempt *(describe in detail)*:

h. Other *(describe in detail)*:

i. [See attachment 3i.](#)

4. By signing this form, the party agrees to sign form MC-050, *Substitution of Attorney--Civil* at the completion of the representation as set forth above.

5. The attorney named above is "attorney of record" and available for service of documents only for those issues specifically checked on pages 1 and 2. For all other matters, the party must be served directly. The party's name, address, and phone number are listed below for that purpose.

Name:

Address *(for the purpose of service)*

Phone:

Fax No.

This notice accurately sets forth all current matters on which the attorney has agreed to serve as "attorney of record" for the party in this case. The information provided in this document is not intended to set forth all of the terms and conditions of the agreement between the party and the attorney for limited scope representation.

Date:

(TYPE OR PRINT NAME)



(SIGNATURE OF PARTY)

Date:

(TYPE OR PRINT NAME)



(SIGNATURE OF ATTORNEY)

PETITIONER: RESPONDENT: OTHER PARENT/CLAIMANT:	CASE NUMBER:
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PROOF OF SERVICE BY PERSONAL SERVICE MAIL

1. At the time of service, I was at least 18 years of age and **not a party to this legal action.**
2. I served a copy of the *Notice of Limited Scope Representation* as follows (check either a. or b. below):

- a. **Personal service.** The *Notice of Limited Scope Representation* was given to:
 - (1) Name of person served:
 - (2) Address where served:

- (3) Date served:
- (4) Time served:

- b. **Mail.** I placed a copy of the *Notice of Limited Scope Representation* in the United States mail, in a sealed envelope with postage fully prepaid. The envelope was addressed and mailed as follows:
 - (1) Name of person served:
 - (2) Address where served:

- (3) Date of mailing:
- (4) Place of mailing (*city and state*):
- (5) I live in or work in the county where the forms were mailed.

3. Server's information:
 - a. Name:
 - b. Home or work address:

 - c. Telephone number:

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date:

(TYPE OR PRINT NAME)

▶

(SIGNATURE OF PERSON SERVING NOTICE)

PARTY WITHOUT ATTORNEY OR ATTORNEY: _____ STATE BAR NO.: _____ NAME: _____ FIRM NAME: _____ STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ TELEPHONE NO.: _____ FAX NO.: _____ E-MAIL ADDRESS: _____ ATTORNEY FOR (name): _____	FOR COURT USE ONLY CASE NUMBER: _____
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
PETITIONER: _____ RESPONDENT: _____ OTHER PARENT/CLAIMANT: _____	
NOTICE OF COMPLETION OF LIMITED SCOPE REPRESENTATION	

1. In accordance with the terms of an agreement between (name): petitioner respondent other party/claimant and myself, I agreed to provide limited scope representation.

2. I was retained as attorney of record for the limited scope services described in detail: below in the attached *Notice of Limited Scope Representation* (form FL-950)

3. On (date): _____ I completed all services within the scope of my representation and have completed all work ordered by the court.

4. The last known information for the petitioner respondent other party/claimant (for the purpose of service):
 - a. Address: _____

 - b. Telephone number: _____

NOTICE TO PARTY/CLIENT: Your attorney has filed this *Notice of Completion of Limited Scope Representation* with the court stating that he or she no longer represents you in this action because the tasks that you agreed the attorney would perform for you have been completed. If this is correct, you now represent yourself in all aspects of your case.

If you do not agree that these tasks have been completed and you want the attorney to continue to represent you until the tasks are completed, you must file an *Objection to Notice of Completion of Limited Scope Representation* (form FL-956) and a proposed *Order on Objection to Notice of Limited Scope Representation* (form FL-958) with the court within 15 calendar days of the date that this notice was served on you. You must also have copies of these forms served on your attorney and the other party (or the other party's attorney). If you do not file the *Objection* and proposed *Order*, the court will accept that the attorney completed all the tasks agreed upon in the *Notice of Limited Scope Representation* (form FL-950) and the attorney will be relieved as your attorney of record.

Please refer to the *Proof of Service* on page 2 of this form to determine the date that the notice was served on you (if this form was served by mail, the date of service is 5 days after the date of mailing).

You should ONLY file an *Objection* if you believe that the attorney has not completed the tasks that he or she agreed to perform for you or actions ordered by the court. This procedure is NOT to be used to resolve other disagreements you may have with the attorney, such as about fees.

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

(TYPE OR PRINT NAME) ▶ (SIGNATURE OF ATTORNEY)

PETITIONER: RESPONDENT: OTHER PARENT/CLAIMANT:	CASE NUMBER:
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PROOF OF SERVICE BY PERSONAL SERVICE MAIL

1. At the time of service, I was at least 18 years of age and **not a party to this legal action.**
2. I served a copy of the *Notice of Completion of Limited Scope Representation* and all attachments, as well as a blank *Objection to Notice of Completion of Limited Scope Representation* (form FL-956), as follows (*check either a. or b. below*):
 - a. **Personal service.** The documents listed above were given to:
 - (1) Name of person served:
 - (2) Address where served:

 - (3) Date served:
 - (4) Time served:

 - b. **Mail.** I placed a copy of the forms listed above in the United States mail, in a sealed envelope with postage fully prepaid. The envelope was addressed and mailed as follows:
 - (1) Name of person served:
 - (2) Address where served:

 - (3) Date of mailing:
 - (4) Place of mailing (*city and state*):
 - (5) I live in or work in the county where the forms were mailed.
3. Server's information:
 - a. Name:
 - b. Home or work address:

 - c. Telephone number:

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date:

(TYPE OR PRINT NAME)

▶ _____

(SIGNATURE OF PERSON SERVING NOTICE)

PARTY WITHOUT ATTORNEY OR ATTORNEY: _____ STATE BAR NO.: _____ NAME: _____ FIRM NAME: _____ STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ TELEPHONE NO.: _____ FAX NO.: _____ E-MAIL ADDRESS: _____ ATTORNEY FOR (name): _____	FOR COURT USE ONLY DRAFT NOT APPROVED BY THE JUDICIAL COUNCIL
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
PETITIONER: RESPONDENT: OTHER PARENT/CLAIMANT:	
OBJECTION TO NOTICE OF COMPLETION OF LIMITED SCOPE REPRESENTATION	CASE NUMBER: _____
HEARING DATE: _____ TIME: _____ DEPARTMENT OR ROOM: _____	

1. I am the petitioner respondent other parent/claimant in this case.
2. I believe that my attorney did not complete all of the services that he or she agreed to do acts ordered by the court
3. I request that the court not allow my attorney to withdraw from representation until those services or acts have been completed.
 The services agreed upon acts ordered by the court that remain to be completed are (specify): _____

[see Attachment 3.](#)

- 4 The reason that I think these tasks are supposed to be completed is (specify): _____

[see Attachment 4.](#)

NOTICE

If you object to your attorney's *Notice of Completion of Limited Scope Representation* (form FL-955), you must file this form with the clerk of the court where the *Notice of Completion* was filed and include a proposed *Order on Objection to Notice of Completion of Limited Scope Representation* (form FL-958). You must file the *Objection* and proposed *Order* within 20 calendar days of the date that the *Notice of Completion* was put in the mail to you. If you were personally served, the *Objection* and proposed *Order* must be filed 15 calendar days from the date the notice was given to you. That date is on the proof of service (page 2 of the *Notice of Completion*). You must also have the attorney and the other party (or the party's attorney) served with the *Objection* (a blank proof of service is on the back of the form) and the proposed *Order*.

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date:

(TYPE OR PRINT NAME)

▶ _____

(SIGNATURE)

PETITIONER: RESPONDENT: OTHER PARENT/CLAIMANT:	CASE NUMBER:
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PROOF OF SERVICE BY PERSONAL SERVICE MAIL

1. At the time of service, I was at least 18 years of age and **not a party to this legal action.**
2. I served a copy of the *Objection to Notice of Completion of Limited Scope Representation* and all attachments and a proposed *Order on Objection to Notice of Completion of Limited Scope Representation* (form FL-958) as follows (check either a. or b. below):

a. **Personal service.** The document listed above was given to:

- (1) Name of person served:
- (2) Address where served:

(3) Date served:

(4) Time served:

b. **Mail.** I placed a copy of the forms listed above in the United States mail, in a sealed envelope with postage fully prepaid. The envelope was addressed and mailed as follows:

- (1) Name of person served:
- (2) Address where served:

(3) Date of mailing:

(4) Place of mailing (*city and state*):

(5) I live in or work in the county where the forms were mailed.

3. Server's information:

a. Name:

b. Home or work address:

c. Telephone number:

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF PERSON SERVING NOTICE)

PETITIONER: RESPONDENT: OTHER PARENT/CLAIMANT:	CASE NUMBER:
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PROOF OF SERVICE BY PERSONAL SERVICE MAIL

1. At the time of service, I was at least 18 years of age and **not a party to this legal action.**
2. I served a copy of the *Response to Objection to Notice of Completion of Limited Scope Representation* and all attachments as follows (*check either a. or b. below*):
 - a. **Personal service.** The document listed above was given to:
 - (1) Name of person served:
 - (2) Address where served:

 - (3) Date served:
 - (4) Time served:
 - b. **Mail.** I placed a copy of the forms listed above in the United States mail, in a sealed envelope with postage fully prepaid. The envelope was addressed and mailed as follows:
 - (1) Name of person served:
 - (2) Address where served:

 - (3) Date of mailing:
 - (4) Place of mailing (*city and state*):
 - (5) I live in or work in the county where the forms were mailed.
3. Server's information:
 - a. Name:
 - b. Home or work address:

 - c. Telephone number:

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF PERSON SERVING NOTICE)

PARTY WITHOUT ATTORNEY OR ATTORNEY: _____ STATE BAR NO.: _____ NAME: _____ FIRM NAME: _____ STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ TELEPHONE NO.: _____ FAX NO.: _____ E-MAIL ADDRESS: _____ ATTORNEY FOR (name): _____	FOR COURT USE ONLY DRAFT NOT APPROVED BY THE JUDICIAL COUNCIL
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
PETITIONER: _____ RESPONDENT: _____ OTHER PARENT/CLAIMANT: _____	
ORDER ON OBJECTION TO NOTICE OF COMPLETION OF LIMITED SCOPE REPRESENTATION	CASE NUMBER: _____

1. The *Notice of Completion of Limited Scope Representation* (form FL-950) filed by (name of attorney): _____ declaring that all services within the scope of representation of (name of client): _____ and all work ordered by the court have been completed was filed on (date): _____

2. Client filed *Objection to Notice of Completion of Limited Scope Representation* (form FL-956) on (date): _____

3. The proceeding was heard as follows: Uncontested Contested
 a. on (date): _____ at (time): _____ in Dept.: _____ Room: _____
 by Judge (name): _____ Temporary Judge

b. The following persons were present at the hearing:
 Petitioner Attorney (name): _____
 Respondent Attorney (name): _____
 Other parent/claimant Attorney (name): _____

4. THE COURT FINDS

- a. The attorney demonstrated that he or she has completed the services that the party and attorney agreed that the attorney would perform in the *Notice of Limited Scope Representation* (form FL-950) as well as any acts ordered by the court.
- b. The party demonstrated that the attorney has either not completed the services that the party and the attorney agreed would be performed in the *Notice of Limited Scope Representation* (form FL-950) or the attorney has not completed acts ordered by the court.

5. THE COURT ORDERS

- a. The attorney is relieved as attorney of record for the client/party
 - (1) effective immediately.
 - (2) effective upon the filing of the proof of service of this signed order on the client.
 - (3) effective on (specify date): _____
 - (4) **NOTICE TO CLIENT/PARTY:** You now represent yourself in all aspects of your case. You may wish to seek other legal counsel regarding your case.

The court needs to know how to contact you. It is your responsibility to keep the court informed of your address. If the address in 5a(5) is wrong, you need to let the court and the other parties in the case know your correct mailing address as soon as possible. You can use *Notice of Change of Address or Other Contact Information* ([form MC-040](#)) for this purpose.

If you do not let the court and the other parties in the case know where to send you copies of papers, you may not get notices of hearings or orders in your case. Decisions may be made without your participation, and your case could be ended.

PETITIONER: RESPONDENT: OTHER PARENT/CLAIMANT:	CASE NUMBER:
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5. THE COURT ORDERS (continued)

a. (5) Current mailing address for party:

b. The request of counsel to be relieved of limited scope representation is denied for the following reasons (*specify*):

c. The court further orders (*specify*):

NOTICE TO THE ATTORNEY SUBJECT TO THIS PROCEEDING: You must serve copies of this order on the parties and their attorneys of record. Proof of service must be filed with the court.

Date:

JUDGE OF THE SUPERIOR COURT