

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 14-10**

**Limited Appearances in the Civil Division, Probate Division, Tax Division,  
Family Court, and Domestic Violence Unit – Supersedes Administrative Order  
Nos. 08-02, 11-07 and 12-08**

**WHEREAS**, the Superior Court of the District of Columbia has issued several administrative orders permitting lawyers to enter limited appearances when representing *pro bono* clients for a specific duration or task in the Landlord and Tenant Branch (Administrative Order No. 08-02), Paternity and Child Support Branch (Administrative Order No. 11-07), and the Small Claims and Conciliation Branch and the Civil Actions Branch Collections Calendar (Administrative Order No. 12-08); and

**WHEREAS**, a significant number of litigants do not have legal counsel; and

**WHEREAS**, some litigants need legal advice and/or temporary, limited-scope representation in these cases; and

**WHEREAS**, limited appearances do not violate the D.C. Rules of Professional Conduct as long as the appearances are reasonable under the circumstances; and

**WHEREAS**, in order to provide eligible, unrepresented, low-income litigants in the Civil Division, Probate Division, Tax Division, Family Court, and Domestic Violence Unit with the opportunity to obtain free legal counsel immediately, it is appropriate to make temporary, limited-scope representation available in these cases;

**NOW, THEREFORE**, it is by this Court,

**ORDERED**, that to the extent not inconsistent with the Rules of this Court, an attorney may enter a limited appearance when representing paid or *pro bono* clients in the following divisions and branches of the Superior Court of the District of Columbia: Civil Division, Probate Division, Tax Division, Family Court, and Domestic Violence Unit; and it is further

**ORDERED**, that in accordance with Rule 1.2(c) of the District of Columbia Rules of Professional Conduct, an attorney may enter a limited appearance in a court proceeding including, but not limited to, discovery, motions practice, or hearings; and it is further

**ORDERED**, that limited scope representation is not permitted in a jury trial. Attorneys who accept representation in a matter that continues to a jury trial must withdraw before *voir dire* begins or continue representation through the return of the verdict; and it is further

**ORDERED**, that an attorney's appearance may be limited by date, time period, activity, or subject matter when specifically stated in a Notice of Limited Appearance filed and served prior to or simultaneous with the proceeding(s) for which the attorney appears; and it is further

**ORDERED**, that the attorney's appearance terminates without the necessity of leave of court (1) if the notice of limited appearance specifically states the scope of the appearance by date or time period; or (2) upon the attorney filing a Notice of Completion, which must be served on each of the parties, including the attorney's client; and it is further

**ORDERED**, that (1) service on an attorney who has entered a limited appearance is required only for matters within the scope of the representation as stated in the notice; (2) any such service also must be made on the party; and (3) service on the attorney for matters outside the scope of the limited appearance does not extend the scope of the attorney's representation; and it is further

**ORDERED**, that an attorney may extend a limited appearance only by filing and serving a new notice of limited appearance or a notice of general appearance prior to or simultaneous with the proceeding(s) for which the attorney appears; and it is further

**ORDERED**, that this Administrative Order shall take effect on the date of this Order and supersedes Administrative Order 08-02: Temporary Appearances for L&T Court – Pilot Project, Administrative Order 11-07: Temporary Appearances for the Paternity and Child Support Branch, and Administrative Order 12-08: Temporary Appearances in the Small Claims and Conciliation Branch and the Civil Actions Branch Collections Calendar – Pilot Project.

**SO ORDERED.**

**BY THE COURT**

**DATE: June 16, 2014**

/s/

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**Lee F. Satterfield**  
**Chief Judge**

**Copies to:**

**Judges**

**Senior Judges**

**Magistrate Judges**

**Executive Officer**

**Clerk of the Court**

**Division Directors**

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**D.C. Bar Webmaster**

**Jessica Rosenbaum, D.C. Access to Justice Commission**

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**

- CIVIL DIVISION**
- DOMESTIC VIOLENCE DIVISION**
- FAMILY COURT**
- PROBATE DIVISION**
- TAX DIVISION**

\_\_\_\_\_,  
Plaintiff/Petitioner

v.

Case No. \_\_\_\_\_

\_\_\_\_\_,  
Defendant/Respondent

**NOTICE OF LIMITED APPEARANCE**

THE CLERK OF THE COURT will please note that I am entering an appearance on behalf of \_\_\_\_\_ limited to (select one and specify):

(client)

- date: \_\_\_\_\_,
- time period: \_\_\_\_\_,
- activity: \_\_\_\_\_,
- subject matter: \_\_\_\_\_,

which will terminate without necessity of leave of court. If the appearance is limited by activity or subject matter, it will terminate upon my filing a Notice of Completion. If the appearance is limited by date or time period, it will terminate without filing a Notice of Completion.

I have informed my client that my appearance is limited and does not extend beyond what is specified above without mutual and informed consent and unless a new Notice of Limited Appearance is filed.

Notices and documents concerning the date, time period, activity, or subject matter described above must be served on me and my client. All other notices and documents must be served only on my client and/or any counsel who has entered an appearance on my client's behalf.

I hereby certify that the foregoing information is true and correct to the best of my knowledge and belief and that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served a copy of this Notice of Limited Appearance on all parties or their counsel and on my client by hand, first-class mail, or electronically by agreement of the parties, court rule or court order.

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Signature

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Street Address

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Print Name and Bar Number

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City, State, ZIP

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Phone Number

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Email Address

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Date