

Instructions for completing
Limited Appearance or Withdrawal By Attorney
(NHJB-2294-DFPS)

Form use. This “limited representation,” also known as limited services or unbundled services, allows attorneys to represent otherwise un-represented parties on discreet aspects of the case.

Top part of form

•**COURT NAME:** Enter the name of the county and court where the document will be filed. (Example: Belknap County Probate; Rockingham County Superior, Concord District, Brentwood Family).

•**CASE NAME:** Enter the name of the case. (Example: Estate of John Q. Adams or Small Claim Petition of Susan Jones).

•**CASE NUMBER:** Leave blank if not yet assigned by court OR fill in case number if it is known.

Main part of form

Check off only one box, which applies to your requested appearance or withdrawal, and enter the necessary information on the lines provided, as follows:

- Check off the first box if you are **requesting limited representation for a client** and enter the client’s name and address on the line provided. State precisely the scope of this limited representation in the space provided or a separate sheet may be attached. No court action is required.
- Check off the second box if you are submitting a **withdrawal without motion** as the terms of your limited representation has been completed. Enter the name of the client in the space provided. No court action is required.
- Check off the third box if you are filing a **motion of withdrawal prior to completion of the limited representation**. Enter the client’s name and the reasons for this withdrawal in the space provided. The motion to withdraw will not be effective until the judge grants that motion.

Following the check boxes and on the lines provided, enter your name, the name of your law firm (if applicable), NH Bar ID#, the complete mailing address including zip code, telephone number and email address.

On the line provided, list the names of attorneys and other parties interested in this case to whom you have submitted copies of this appearance/withdrawal form.

Signature section

Sign the form on the **Signature of Attorney** line, and date it in the appropriate space to the left.

Order

The Marital Master and/or the Judge will complete this section once the document is filed with the court and reviewed in detail.

Review the completed form for accuracy prior to filing it with the court. If completing this form on-line, some fields may be filled in automatically based on entries in other fields. If more space is needed for any question, please attach additional sheets of paper.