

**Commonwealth of Massachusetts  
The Trial Court  
Housing Court Department**

\_\_\_\_\_ Division

Docket No. \_\_\_\_\_

**Notice of Limited Appearance**

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

v.

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

(On a Complaint/Petition for \_\_\_\_\_ filed \_\_\_\_\_)

1. The Attorney, \_\_\_\_\_, and the Plaintiff/Petitioner/ Defendant, Respondent, \_\_\_\_\_,

have executed a written agreement whereby Attorney will provide limited representation to the Party.

2. The attorney's court appearance in this matter is limited to the following court events<sup>1, 2</sup> (enter date of event if known):

- |                          |    |   |       |
|--------------------------|----|---|-------|
| <input type="checkbox"/> | a. | Motion to dismiss   | _____ |
| <input type="checkbox"/> | b. | Motion for summary judgment   | _____ |
| <input type="checkbox"/> | c. | Motion to vacate default judgment   | _____ |
| <input type="checkbox"/> | d. | Motion to issue execution   | _____ |
| <input type="checkbox"/> | e. | Motion to file late answer and discovery  | _____ |
| <input type="checkbox"/> | f. | Motion for stay or continuance  | _____ |
| <input type="checkbox"/> | g. | Motion for stay or continuance in proceedings in connection with referral of litigant to the Tenancy Preservation Project | _____ |
| <input type="checkbox"/> | h. | Motion to compel discovery  | _____ |
| <input type="checkbox"/> | i. | Motion for new trial  | _____ |
| <input type="checkbox"/> | j. | Motion to waive appeal bond   | _____ |
| <input type="checkbox"/> | k. | Motion for injunction or order to repair  | _____ |
| <input type="checkbox"/> | l. | Motion for injunction or order to enjoin interference with quiet enjoyment  | _____ |
| <input type="checkbox"/> | m. | Mediation   | _____ |
| <input type="checkbox"/> | n. | Trial   | _____ |
| <input type="checkbox"/> | o. | Other _____   | _____ |

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<sup>1</sup>If the appearance does not extend to all matters to be considered at the event, identify the discrete issues within the event covered by the appearance.

<sup>2</sup>If a Notice of Withdrawal of Limited Appearance is filed prior to the completion of all court events covered by the appearance, a new Notice of Limited Appearance must be filed for the remaining events.

3. Upon termination of representation indicated above, the Attorney will file a Withdrawal of Limited Appearance in this Court, and serve a copy upon the party and opposing counsel/party.
4. The Attorney named above is "Attorney of Record" and available for service of documents only for those court events as described in paragraph 2 above. For all other matters, the party must be served directly, except in cases when the address has been IMPOUNDED. The party's name, address and phone number are listed below for that purpose. (If the party's address is designated as IMPOUNDED, opposing counsel or the opposing party must serve pleadings and other court documents through the Court. Inquire at the Clerk's or Register's Office for assistance in completing service to a party with an impounded address.)

**To the Party:** If your address and/or telephone number has been IMPOUNDED, DO NOT provide it/them below. Instead, write IMPOUNDED on the address line below.

\_\_\_\_\_  
Signature of Party

\_\_\_\_\_  
Type or print Name of Party

\_\_\_\_\_  
Address (*for the purpose of service*)

\_\_\_\_\_  
Party's Telephone Number

\_\_\_\_\_  
Date

\*\*\*\*\*  
\*\*\*\*\*

I certify that I have this day served notice of limited appearance on all counsel and all parties not represented by counsel. I further certify that I am in compliance with the requirements of Housing Court Department Standing Order 1-10 and qualified to utilize Limited Assistance Representation in the Housing Court Department.

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Type or print Name of Attorney

\_\_\_\_\_  
Attorney's Address

\_\_\_\_\_  
Attorney's Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
BBO No.