

District Court, Weld County, State of Colorado Court Address: 901 9 th Avenue Greeley, CO. 80631 Mailing Address: PO Box 2038, Greeley, CO 80632-2038	<hr/> <p style="text-align: center;">↑ COURT USE ONLY ↑</p> <hr/> <p style="text-align: center;">Case Number: 2016 CV 01 Division: 1</p>
ADMINISTRATIVE ORDER 2016-05	
NOTICE REGARDING LIMITED ENTRY OF APPEARANCE	


The Colorado Rules of Civil Procedure authorize attorneys to assist self-represented parties by assisting the party with the drafting of pleadings and papers, or completing pre-printed forms that are later filed by a party with the court. C.R.C.P. Rules 11(b) and 311(b). An attorney may also assist self-represented parties by entering a limited appearance on behalf of the party, pursuant to C.R.C.P. Rules 11(b), 311(b), and 121, sect. 1.1(5).

If an attorney provides assistance to a party only with the drafting of pleadings or completing forms, and the attorney does not enter a general or limited appearance on behalf of the party, the attorney, by rule, is not required to file a notice of completion of limited representation with the court, C.R.C.P. Rules 11(b) and 311(b), or a withdrawal of counsel pursuant to C.R.C.P. 121, sect. 1.1.

If, however, an attorney enters a limited appearance on behalf of a party involved in a court proceeding, that attorney must file with the court a notice that the limited representation has been completed, before the attorney's limited appearance will be removed by the court from the case file. C.R.C.P. 121, sect. 1.1(5). The attorney making a limited appearance is not required to file a motion to withdraw and the attorney's appearance will terminate upon the attorney filing notice of completion of limited representation with the court. *Id.* Failure to file written notice of completion of limited representation with the court may result in the attorney being served with future pleadings, court orders, etc., because the court was not informed that the limited representation has been completed.

DATED: May 27, 2016

BY THE COURT:



 James F. Hartmann
 Chief Judge, 19th Judicial District