

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	NOTICE OF COMPLETION OF LIMITED SCOPE APPEARANCE	<i>For Court Use Only</i>
_____ Plaintiff/Petitioner (<i>First, middle, last name</i>) v.		
_____ Defendant/Respondent (<i>First, middle, last name</i>)		_____ Case Number

I withdraw my **Limited Scope Appearance** for _____ pursuant to Supreme Court
Client Name

[Rule 13\(c\)\(7\)](#). I have completed all services within the scope of the *Notice of Limited Scope Appearance*, and I have completed all acts ordered by the court within the scope of that appearance.

My withdrawal is automatic and the court should enter an order to that effect.

Service of court papers on me under Supreme Court [Rule 11](#) is no longer required. Service of documents on _____ continues to be required.
Client Name

NOTICE TO _____ :
Client Name

You have the **right to object** to your lawyer's withdrawal if you believe that your lawyer has not finished everything that they agreed to do. To object, you must (*lawyer must check one*):

Withdrawal in Open Court: Tell the judge that you object. The court will hold a hearing either immediately or on another date.

Withdrawal Outside of Court:

1. Fill out the attached *Objection to Completion of Limited Scope Appearance* form, including the Proof of Filing and Delivery and sign where indicated.
2. File the *Objection* with the court _____ (*date to be filled in by lawyer*)
Date
which is **21 days** after the date that your lawyer is filing and serving this *Notice*.
3. On the same day that you file the *Objection* with the court, send copies of it to your lawyer and to the other people listed in the Proof of Filing and Delivery attached to the *Objection*. Check the boxes to show how you sent the copy to each person.

If you file and send an *Objection* within the 21-day period, your lawyer will schedule a hearing date. Your lawyer will send you notice of the date. You must attend the hearing and explain to the judge why you believe that your lawyer has not finished everything that your lawyer agreed to do for you.

the document to. If they have a lawyer, you **must** enter the lawyer's information.

In **2b**, check the box to show how you are sending the document.

CAUTION: If you and the person you are sending the document to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

In **c**, fill in the date and time that you are sending the document.

If you are sending your document to more than 2 parties or lawyers, check the box and file the *Additional Proof of Delivery* with this form.

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

Email address: _____

b. By:

- An approved electronic filing service provider (EFSP)
- Email (*not through an EFSP*)

Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.

- Personal hand delivery to:
 - The party
 - The party's family member who is 13 or older, at the party's residence
 - The party's lawyer
 - The party's lawyer's office
- Mail or third-party carrier

c. On: _____ at: _____ a.m. p.m.
Date

I have completed an *Additional Proof of Delivery* form.

I certify that everything in the *Proof of Delivery* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/
Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone

Email

Attorney # (if any)

GETTING COURT DOCUMENTS BY EMAIL: You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.