

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	STATE BAR NUMBER:	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
PLAINTIFF: DEFENDANT: OTHER:		
ORDER ON APPLICATION TO BE RELIEVED AS ATTORNEY ON COMPLETION OF LIMITED SCOPE REPRESENTATION		JUDGE: DEPT.: DATE:

[Note: This form is for use in civil cases other than family law. In family law cases, use form FL-958.]

1. The application of (name of attorney):
to be relieved as attorney for (name of client):
a party to this action or proceeding, was filed on (specify date):
 2. **UNCONTESTED**
 - a. The *Application to Be Relieved as Attorney on Completion of Limited Scope Representation* (form CIV-151) and any attachments, and a blank *Objection to Application to Be Relieved as Attorney on Completion of Limited Scope Representation* (form CIV-152) were served on the client.
 - b. The client was
 - (1) personally served with the papers
 - (2) served by mail
 - c. No *Objection to Application to Be Relieved as Attorney on Completion of Limited Scope Representation* (form CIV-152) was filed or served within the time prescribed under rule 3.36 of the California Rules of Court.
 - d. It appears from the application to be relieved as attorney and any attached documents that the attorney has completed the tasks that the client and attorney agreed that the attorney would perform as well as any acts ordered by the court.
 3. **CONTESTED**
 - a. The party filed an *Objection to Application to Be Relieved as Attorney on Completion of Limited Scope Representation* (form CIV-152) on (date):
 - b. Attorney demonstrated that he or she has completed the tasks that the party and attorney agreed that the attorney would perform on the *Notice of Limited Scope Representation* (form CIV-150) as well as any acts ordered by the court.
- ORDER**
4. Attorney is relieved as attorney for the party identified in 1:
 - a. effective immediately
 - b. effective on the filing of the proof of service of this signed order on the client
 - c. effective on (date):

PLAINTIFF: DEFENDANT: OTHER:	CASE NUMBER:
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5. **q** The *Application to Be Relieved as Attorney on Completion of Limited Scope Representation* is denied for the following reasons:

6. **q** The court further orders (*specify*):

7. The current mailing address of the party identified in 1 is:

NOTICE TO PARTY: When this order becomes effective, you will represent yourself in all aspects of your case.

The court and the other parties in the case need to know how to contact you. It is your responsibility to keep the court and the other parties informed of your address. If the address in item 7 above is wrong, you must let the court and the parties know your correct mailing address as soon as possible. You can use form MC-040, *Notice of Change of Address*, for this notification.

If you do not let the court and the other parties know where to send you copies of papers, you may not get notices of hearings or orders in your case. Decisions may be made without your participation, and your case could be ended.

NOTICE TO ATTORNEY WHO FILED APPLICATION FOR RELIEF: You must serve copies of this order on all parties or their attorneys in this case. Proof of service must be filed with the court.

Date: _____

(JUDICIAL OFFICER)

PLAINTIFF: DEFENDANT: OTHER:	CASE NUMBER:
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PROOF OF SERVICE BY FIRST-CLASS MAIL

1. I am at least 18 years old and **not a party to this action**. I am a resident of or employed in the county where the mailing took place, and my residence or business address is *(specify)*:

2. I served copies of the *Order on Application to Be Relieved as Attorney on Completion of Limited Scope Representation* (form MC-958) by enclosing each of them in a sealed envelope with first-class postage fully prepaid and *(check one)*:
 - a. deposited the sealed envelopes with the United States Postal Service.
 - b. placed the sealed envelopes for collection and processing for mailing, following this business's usual practices, with which I am readily familiar. On the same day correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service.

3. Copies of the *Order on Application to Be Relieved as Attorney on Completion of Limited Scope Representation* (form MC-958) were mailed:
 - a. on *(date)*:
 - b. from *(city and state)*:

4. The envelopes were addressed and mailed as follows:

<ol style="list-style-type: none"> a. Name of person served: Street address: City: State and zip code: 	<ol style="list-style-type: none"> c. Name of person served: Street address: City: State and zip code:
<ol style="list-style-type: none"> b. Name of person served: Street address: City: State and zip code: 	<ol style="list-style-type: none"> d. Name of person served: Street address: City: State and zip code:

Names and addresses of additional persons served are attached. *(You may use form POS-030(P).)*

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.

Date:

_____ (TYPE OR PRINT NAME OF DECLARANT)		_____ (SIGNATURE OF DECLARANT)
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