**IN THE UNITED STATES DISTRICT COURT**

**FOR THE DISTRICT OF COLORADO**

Civil Action No.

(Name),

Plaintiff,

v.

(Name),

Defendant.

**MOTION FOR PANEL APPOINTMENT UNDER THE FEDERAL LIMITED APPEARANCE PROGRAM (“FLAP”)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Esq., hereby submits this [Unopposed] Motion for Panel Appointment, and in support thereof, states as follows.[[1]](#footnote-1)

Pursuant to D.C.COLO.LAttyR 15, undersigned counsel requests to be appointed as counsel from the Civil Pro Bono Program on behalf of **[Plaintiff or Defendant (and insert name of party)]** for **[general or limited representation** *(choose one)***]**. Undersigned counsel is a member of the Civil Pro Bono Panel and in good standing of the bar of this court.

**[Plaintiff or Defendant (and insert name of party)]** is eligible for appointment of pro bono counsel pursuant to D.C.COLO.LAttyR 15(e). **[Plaintiff or Defendant (and insert name of party)]** is *(choose one of the following three options)*:

\_\_\_\_\_\_ an unrepresented non-prisoner who has been granted leave to proceed
in forma pauperis (IFP) under 28 U.S.C. § 1915

\_\_\_\_\_\_ an unrepresented prisoner

\_\_\_\_\_\_ an unrepresented nonprisoner who paid the filing fee in full but has demonstrably limited financial means

The factors set forth in D.C.COLO.LAttyR 15(f)(1)(B) are the nature and complexity of the action; the potential merit of the claims or defenses of the unrepresented party; the demonstrated inability of the unrepresented party to retain an attorney by other means; and the degree to which the interests of justice, including the benefits to the court, will be served by appointment of counsel. These factors weigh in favor of appointing counsel because *(insert brief summary)*:

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Undersigned counsel, at the request of **[Plaintiff or Defendant (and insert name of party)]**, asks the Court to authorize the Panel appointment as *(please check one of the following options)*:

**\_\_\_\_\_\_\_ General Representation**

**\_\_\_\_\_\_\_ Limited Representation**

*[If requesting a limited representation appointment, please also complete the following and the attached forms for entry and withdrawal of a limited representation appearance:]*

 In accordance with D.C.COLO.LAttyR 2(b)(1) and 5, “an attorney may provide

limited representation to an unrepresented party or an unrepresented prisoner in a civil action by order granting a motion which defines the scope of limited representation with reasonable particularity and certifies the approval of the unrepresented party or unrepresented prisoner.”

Undersigned counsel requests a limited representation appointment to represent **[Plaintiff or Defendant (and insert name of party)]** in this action at **[her, his, or their]** request for the limited purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [initiating a case / amending a pleading / preparing and filing a motion / appearing at a conference, hearing, or trial / assisting with a settlement conference / etc.]. Attached hereto is undersigned counsel’s proposed Entry of Appearance to Provide Limited Representation.

Undersigned counsel requests receipt of the Notices of Electronic Filing issued in this matter while counsel is acting in a limited representation capacity and until counsel has been granted permission to withdraw from this case. Undersigned counsel acknowledges that **[Plaintiff or Defendant (and insert name of party)]** will continue to receive from the court or from the opposing counsel or parties notice of all documents filed in this case.

Undersigned counsel certifies that, at the conclusion of the purpose for this limited representation appointment cited above, counsel will move to withdraw in compliance with D.C.COLO.LAttyR 5(b). At the conclusion of this limited appearance, **[Plaintiff or Defendant (and insert name of party)]** acknowledges their burden of keeping the Court and the other parties informed where later notices, pleadings, and other papers may be served and understands that he/she has the obligation to prepare for trial or have other counsel prepare for trial; that failure or refusal to meet these burdens may subject him/her to a possible default; and that the dates of any proceedings including trial and holding of such proceedings will not be affected by the completion of the limited appearance of counsel.

For the reasons stated herein, undersigned counsel requests that the Court grant this Motion for Panel Appointment and appoint undersigned counsel under the Civil Pro Bono Program pursuant to D.C.COLO.LAttyR 15 to represent **[Plaintiff or Defendant (and insert name of party)]** for **[general or limited representation]**.

DATED this \_\_\_ day of \_\_\_\_, 20\_\_\_\_.

 Respectfully submitted,

 *s/*

Name of Attorney

Firm Name

Office Address

City, State, ZIP Code

Telephone Number

 Primary CM/ECF E-mail Address

# CERTIFICATE OF SERVICE

I hereby certify that on this \_\_\_ day of\_\_\_\_\_\_\_\_, 20\_\_\_\_ I electronically filed the foregoing with the Clerk of the Court using the CM/ECF system which will send notification of such filing to the following email addresses:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that I have mailed or served the foregoing document or paper to the following non-CM/ECF participants in the manner (mail, hand-delivery, etc.) indicated by the non-participant’s name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *s/*

**IN THE UNITED STATES DISTRICT COURT**

**FOR THE DISTRICT OF COLORADO**

Civil Action No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME,

 Plaintiff(s),

v.

NAME,

 Defendant(s).

**ENTRY OF APPEARANCE TO PROVIDE LIMITED REPRESENTATION**

To the clerk of court and all parties of record:

 I hereby certify that I am a member in good standing of the bar of this court, and I appear in this case as counsel for:

 (Unrepresented Party’s Name)

 (Unrepresented Party’s Name) ,

 (Unrepresented Party’s Name)

Undersigned counsel enters a limited appearance to represent the pro se party(ies) in this action at [her, his, or their] request for the limited purpose of

 .

I hereby certify that my client(s), (Unrepresented Party’s Name) , approve(s) the limited representation.

DATED at Denver, Colorado this day of , 20 .

 ,

Name of Attorney

 ,

 Firm Name

 ,

 Office Address

 ,

 City, State, ZIP Code

 ,

 Telephone Number

 .

 Primary CM/ECF E-mail Address

**CERTIFICATE OF SERVICE**

I hereby certify that on this \_\_\_ day of\_\_\_\_\_\_\_\_, 20\_\_\_\_ I electronically filed the foregoing with the Clerk of the Court using the CM/ECF system which will send notification of such filing to the following email addresses:

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I hereby certify that I have mailed or served the foregoing document or paper to the following non-CM/ECF participants in the manner (mail, hand-delivery, etc.) indicated by the non-participant’s name:

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 *s/*

**IN THE UNITED STATES DISTRICT COURT**

**FOR THE DISTRICT OF COLORADO**

Civil Action No.

(Name),

Plaintiff,

v.

(Name),

Defendant.

**[PROPOSED] ORDER GRANTING LEAVE TO PROVIDE LIMITED SCOPE REPRESENTATION PURSUANT TO D.C.COLO. LAttyR 2(b)(1) and LAttyR 5(a)**

PURSUANT to D.C.COLO.LAttyR 2(b)(1) and LAttyR 5(a) of the District of Colorado Local Rules of Practice and for good cause shown, the Motion for Leave to Provide Limited Scope Representation filed by , Esq. [filed (month) / (date), 20 ; ECF No. ] is **granted**. Mr./Ms. may represent Plaintiff(s)/Defendant(s) for the limited purpose of [i.e., pre-conference attorney-client discussions or appearing as the party’s representative during settlement negotiations or other purpose].

At the conclusion of this limited representation, Mr./Ms. shall file a motion for leave to withdraw from providing limited scope representation.

DATED at Denver, Colorado, this day of , 20 .

BY THE COURT:

United States District / Magistrate Judge

1. Pursuant to D.C.COLO.LCivR 7.1(b)(4), matters concerning entry and withdrawal of appearances of counsel are excepted from the duty to confer. [↑](#footnote-ref-1)