

1 Why did I get this Proposed Notice of Completion of Limited Scope Representation (form FL-955)?

When you and the limited scope attorney signed the *Notice of Limited Scope Representation* (form FL-950), you agreed to sign the *Substitution of Attorney—Civil* (form MC-050) when the attorney completed the tasks listed on form FL-950.

You have not yet signed that *Substitution of Attorney* form. By serving you a *Proposed Notice of Completion* (form FL-955), your attorney is telling you that he or she has completed the tasks agreed to and is taking action to be removed from your case.

2 Why is it marked “Proposed”?

The attorney wants to give you a chance to respond if you agree or disagree that he or she completed the work for you.

3 What do I do if I agree?

You can contact the attorney and say that you agree. But you don’t have to take any action.

4 What if I don’t take any action?

After the 10th day, the attorney will serve you and the other party a *Notice of Completion* form marked “Final.” It will then be filed with the court along with the proofs of service of the “Proposed” and “Final” *Notices of Completion*. When the “Final” *Notice* is served on you, the attorney no longer represents you. Unless you have a new attorney, you now represent yourself.

5 What if I don’t agree and think that the attorney is not finished with the work we agreed to?

Contact the attorney right away and see if you can work it out. But, if you can’t, YOU MUST ACT RIGHT AWAY to file papers and ask for a court hearing.

6 How fast do I have to act?

You have only **10 days** from the date that form FL-955 was personally served on you to file papers with the court. If the form was served another way, the time to act is increased slightly.

Look at the *Objection to Proposed Notice of Completion of Limited Scope Representation* (form FL-956). The attorney is required to fill in the date by which you have to file the form. To understand how that date was calculated, read **7**.

7 What do I have to do by the 10th day if I disagree?

☒ Fill out form FL-956, *Objection to Proposed Notice of Completion of Limited Scope Representation*.

You should have been served with a blank form FL-956 along with the *Notice of Completion of Limited Scope Representation* that was marked “Proposed.” Form FL-956 is also available online at courts.ca.gov/documents/fl956.pdf.

☒ Next, make two copies of the completed *Objection* (form FL-956).

☒ File the original *Objection* with the court clerk by the following deadlines:

10 calendar days	from the date that form FL-955 was personally served on you
10 calendar days, PLUS 2 court days	from the date that form FL-955 was served on you by e-mail, facsimile, express mail, or other overnight delivery
10 calendar days, PLUS 5 calendar days	from the date that form FL-955 was served on you by mail within the state of California

Note: The court clerk may reject your *Objection* if it is not served and filed by the correct deadline.

☒ The court clerk will set the hearing no later than 25 court days from the date you file the *Objection* and give you filed copies of the *Objection* so that they can be served as described in item **11**.

8 Is there a filing fee for the Objection?

Yes, a fee is due when you file the *Objection* (form FL-956) because the court will have to set a hearing on the *Objection*. If you cannot afford to pay and do not yet have a fee waiver order for your case, you can ask the court to waive the fee by completing and filing _____, *Request to Waive Court Fees* and _____, *Order on Court Fee Waiver*.

9 What else needs to be done?

Copies of the filed *Objection* have to be “served” on your attorney and the other party in the case, or the other party’s attorney. Someone else who is at least 18 years old must do it (for example, a friend, relative, sheriff, or professional process server). The server must complete a proof of service, which must be filed with the court.

10 How can the *Objection* be served?

A copy of the filed *Objection* can be served by:

- *Personal service.* The server hand delivers the papers. The server may leave the papers near the person if he or she will not take them.
- *Mail service.* The server places a copy of all documents in a sealed envelope and mails them to the address of each person being served. The server must be at least 18 years old and live or work in the county where the mailing took place.
- *Electronic service.* If you and your attorney have agreed in writing that you can send each other documents by e-mail or other electronic transmission, you can serve each other that way.
- *Service by express mail or overnight delivery.* An authorized courier or driver authorized by the express service can deliver the papers to a person’s business or residence.

11 When does the *Objection* need to be served?

Everyone in the case needs to be served with the *Objection*, as described below, unless otherwise ordered by the court:

16 court days before the hearing	if personal service is used
16 court days PLUS 2 court days before the hearing	if service is by fax, electronic service, or overnight delivery
16 court days PLUS 5 calendar days before the hearing	if service is by mail within California. <i>For service outside of California, see item</i> 15

12 What will my limited scope attorney do if I file the *Objection*?

The attorney may file form FL-957, *Response to Objection to Proposed Notice of Completion of Limited Scope Representation*, with the court at least nine court days before the hearing, and serve a copy on you and all the parties (or their attorneys) in the case. The hearing will go forward even if the attorney does not file and serve a *Response*.

13 How should I prepare for my hearing?

- ☒ Take at least two copies of your documents and filed forms to the hearing.
- ☒ Write down the tasks that the attorney agreed to do but has not completed and bring that list to court.
- ☒ Bring any paperwork that helps prove that the work is incomplete.

Important! Your agreement with your attorney is private and should not go into the court file. Letters between you and your lawyer are also private. If you want to bring these documents to court to show why you don’t think the tasks are completed, make two copies. Keep the original and give one copy to the judge and the other to the attorney at the hearing. These documents will help the judge make the decision, but they should not be filed with form FL-956, *Objection*.

14 What will happen at the hearing?

The judge will decide if your attorney has finished the work agreed to or not. You will get an *Order on Completion of Limited Scope Representation* (form FL-958) signed by the judge. The attorney will usually prepare the order, unless the court decides otherwise.

15 Do you have questions or need help?

Talk to a lawyer or contact the Family Law Facilitator or Self-Help Center for information and assistance about any subject included in this form. Go to www.courts.ca.gov/selfhelp-courtresources.htm.