

**Model Document: Court Provided Letter/Form to Be Sent by Bar  
Association to Attorneys to Join List of Lawyers Offering  
Unbundled Legal Services**

Dear [*INSERT state or local bar association*] member:

As you are likely aware, our jurisdiction has enacted rules that make it easier for attorneys to provide unbundled legal services, allowing you to assist a client with one or more parts of a case, without being required to handle the case from start to finish.

For example, you may agree to assist with one particular hearing or motion. The client would then continue to handle all other matters related to the case. The exact nature of your involvement would be spelled out in a Notice of Limited Appearance [*INSERT applicable local rule/form*], that you would file with the Court, signed by you and your client, to both spell out the scope of your representation and ensure that you are not inadvertently listed as counsel of record.

We have been asked by the [*INSERT state or local jurisdiction*] to compile and maintain a list for [*INSERT judicial district or county*] of attorneys who are willing to be on this list. If you are willing to participate, please fill out and return the enclosed form. A master list will be compiled and given to court clerks, who will then distribute the list to self-represented litigants as needed.

Unbundled legal services enable attorneys to reach a larger segment of the population who would otherwise go unrepresented. [*INSERT state or local bar association*] strongly encourages your participation.

Sincerely,

Bar Association Representative