

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.900(b), NOTICE OF LIMITED APPEARANCE (09/12)

When should this form be used?

This form should be used to provide notice to the court and the other **attorney** or **party** when an attorney is making a limited appearance for a client under Florida Family Law Rule of Procedure 12.040.

This form should be typed or printed in black ink. After completing and signing this form, the attorney should **file** the original with the **clerk of the circuit court** in the county in which the action is pending and keep a copy for his or her records.

What should I do next?

A copy of this form must be served on the other **party** or his or her **attorney** and on the attorney's client in the manner required by Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

See Florida Family Law Rule of Procedure 12.040 and Florida Rule of Judicial Administration 2.516.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

Petitioner,

and

Respondent.

NOTICE OF LIMITED APPEARANCE

{Attorney's name} _____ files this Notice of Limited Appearance on behalf of *{name}* _____, [choose **one** only] () Petitioner () Respondent, for the following limited purpose(s).
[choose **all** that apply]:

1. ___ The hearing set for *{date}* _____, at *{time}* _____ on the issue(s) of *{specify}* _____.
2. ___ To represent [check **one** only] () Petitioner () Respondent on the following issues throughout the proceedings:
 - a. ___ Parental responsibility and time-sharing.
 - b. ___ Equitable distribution of marital assets and liabilities.
 - c. ___ Alimony.
 - d. ___ Child support.
 - e. ___ Other *{specify}*: _____

The clerk of the above-styled court is requested to enter this notice of record.

Copies of all future court papers should be served on the undersigned attorney at the address listed and on the [choose **one** only] () Petitioner () Respondent at *{name, address, e-mail address(es), telephone number, and fax number}* _____

I certify that a copy of this notice of limited appearance was: [check all used]
() e-mailed () mailed () faxed () hand delivered to the person(s) listed below on
{date} _____.

Other party or his/her attorney:

Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
E-mail Address(es): _____

Signature of Attorney
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
E-mail Address(es): _____
Florida Bar Number : _____

Signature of Petitioner/Respondent
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
E-mail Address(es): _____