



Michigan Supreme Court

State Court Administrative Office

Field Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Ryan P. Gamby
Field Services Director

MEMORANDUM

DATE: November 1, 2024
FROM: SCAO Forms Team
RE: Explanation of changes to MC 516

Below is a SCAO-approved court form that was recently revised. An explanation of the changes, along with instructions on use of the previously approved version and a copy of the form with the changes highlighted, is provided.

MC 516, Notice of Limited Scope Appearance

Most recent update: (11/24) version

Use of previously approved version: (9/23) version may be used until stock is depleted.

Revisions were made to address a typographical error. These changes are highlighted in the [attached MC 516](#).

Email: CourtFormsInfo@courts.mi.gov.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	NOTICE OF LIMITED SCOPE APPEARANCE	CASE NO. and JUDGE
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Court address _____ Court telephone no. _____

Plaintiff/Petitioner	v	Defendant/Respondent
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1. Attorney _____, and the Party, _____, agree
 Name Bar no. Name
 that attorney will provide limited scope representation to the party in this matter according to paragraphs 3 and 4 below
 for the following purpose(s)/activity(ies): _____
 (Ex. mediation, arbitration, discovery, deposition of party(ies), trial, scheduling conference, motion for summary disposition, etc.)

☐ Amendment: This notice amends the notice filed on _____
 Date
☐ by adding an appearance for the matter(s) indicated in paragraph 3.
☐ other: _____

2. The party is: ☐ Plaintiff ☐ Petitioner ☐ Defendant ☐ Respondent ☐ Other _____

3. Attorney appears under MCR 2.117(B)(2)(c). Representation is limited as follows (must select one or more):
☐ Date/time period: _____
 (Ex. date certain, until judgment and submission of order, etc.)
☐ Representation in the hearing scheduled for _____ ☐ and in any continuance of that proceeding.
 (Ex. trial (date), motion for summary disposition (date), etc.)
☐ Subject matter(s): _____
 (Ex. child support, QDRO, property settlement, contractual dispute, etc.)

4. Consent: Party consents to this limited scope representation.
5. Service: Under MCR 2.107(B)(1)(e), all documents, both court filings and otherwise, must be served on both the party and the limited scope attorney for the duration of this limited appearance, unless otherwise ordered by the court.
6. Communication: Limited scope attorney will inform all opposing parties and counsel whether oral and/or written communication should be directed to party, attorney, or both for the duration of this limited appearance, under MRPC 4.2 and 4.3.
7. Duration: Upon termination of representation indicated above, the attorney will file a notice of withdrawal from limited appearance pursuant to MCR 2.117(C)(4) in this court, and serve a copy upon the party and opposing counsel/party.

Signature of attorney _____	Date _____	Signature of party _____	Date _____
Attorney name (type or print) _____	Bar no. _____	Party name (type or print) _____	
Address _____		Address _____	
City, state, zip _____	Telephone no. _____	City, state, zip _____	Telephone no. _____