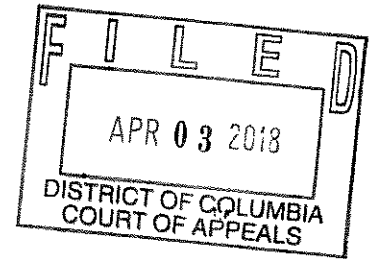


**District of Columbia
Court of Appeals**



Administrative Order 2-18

BEFORE: Blackburne-Rigsby, Chief Judge; Glickman, Fisher, Thompson,
Beckwith, Easterly, and McLeese, Associate Judges.

ORDER
(FILED – April 3, 2018)

WHEREAS, the Court of Appeals established an appellate mediation program pursuant to Administrative Order No. 4-16 for certain appeals where all parties are represented by counsel; and

WHEREAS, a significant number of litigants before the Court of Appeals do not have counsel; and

WHEREAS, many appeals involving unrepresented litigants are otherwise appropriate for mediation; and

WHEREAS, unrepresented litigants in cases that are appropriate for mediation would be able to participate in mediation if they had legal representation for the purpose of mediation; and

WHEREAS, limited appearances are permitted by the District of Columbia Rules of Professional Conduct as long as the limitations are reasonable under the circumstances; it is

ORDERED, that to the extent permitted by the Rules of this Court, an attorney may, pursuant to Rule 1.2 (c) of the District of Columbia Rules of Professional Conduct, with the informed consent of the client, enter a limited appearance to represent the client for the purpose of mediation. It is

FURTHER ORDERED, that an attorney's limited appearance for purpose of mediation shall be specifically stated in a Notice of Limited Appearance. The notice shall be provided to the Program Coordinator for the Appellate Mediation Program on a confidential basis and the notice of limited appearance shall be provided prior to or simultaneously with the mediation proceedings for which the attorney appears. It is

FURTHER ORDERED, that the attorney's appearance will terminate without the necessity of leave of court upon the attorney filing a Notice of Completion, which must be served on each of the parties, including the attorney's client. It is

FURTHER ORDERED, that upon completion of mediation pursuant to a limited representation agreement and filing of a duly served notice of completion, no further service on that attorney is required for matters outside the scope of limited representation. Service with respect to all matters concerning the appeal (including the mediation) must be made on the party after the limited representation has been terminated; service on the attorney for matters outside the scope of the limited appearance does not extend the scope of the attorney's representation.

PER CURIAM

Date

Appellant

Case No. _____

Appellee

CONFIDENTIAL NOTICE OF LIMITED APPEARANCE

THE CLERK OF THE COURT will please note that I am entering an appearance limited to representation of the (select one) ___Appellant or ___Appellee for the purpose of mediation, which will terminate, without necessity of leave of court, upon my filing a Notice of Completion.

I have informed my client that my appearance is limited and we have entered into a written agreement dated _____, 20__ providing that I will provide representation during the mediation process. My representation will not extend beyond the mediation process without mutual consent and my filing of a new entry of appearance in the appeal.

From today's date, all notices and documents filed in the appeal identified above must be served on me and my client until such time as I file a Notice of Completion in this matter. All other notices and documents must be served only on my client and/or any counsel other than me who has entered an appearance on my client's behalf.

I hereby certify that the foregoing information is true and correct to the best of my knowledge and belief and that on the _____ day of _____, 20__, I provided a copy of this Confidential Notice of Limited Appearance to the Program Coordinator for the Appellate Mediation Program electronically and to my client by hand, first-class mail, or electronically, as evidenced by the client's signature below.

Attorney Signature

Client Signature

Print Attorney Name and Bar Number

Street Address

Street Address

City, State, ZIP

City, State, ZIP

Email Address

Telephone Number

Email Address

Date

Appellant

Case No. _____

Appellee

NOTICE OF COMPLETION

THE CLERK OF THE COURT will please note that as of the _____ day of _____, 20____, I completed the representation specified in my Confidential Notice of Limited Appearance. The filing of this Notice of Completion hereby terminates my appearance without necessity of leave of court. I have informed my client that my appearance was limited to the mediation process and will terminate upon the filing of this Notice of Completion.

Any new notices or documents pertaining to this case must be served only on my client and/or any counsel other than me who has entered an appearance on my client's behalf.

I hereby certify that the foregoing information is true and correct to the best of my knowledge and belief and that on the _____ day of _____, 20____, I served a copy of this Notice of Completion on the Program Coordinator for the Appellate Mediation Program, on all parties or their counsel, and on my client by hand, first-class mail, or electronically by agreement of the parties, court rule or court order.

Signature

Street Address

Print Name and Bar Number

City, State, ZIP

Phone Number

Email Address

Date