



## THE LAW SHOP

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### **Frequently Asked Questions About Unbundled Legal Services a/k/a Limited Scope Representation (“LSR”)**

The following information is provided to assist in understanding Unbundled Legal Services a/k/a Limited Scope Representation (“LSR”) within the State of Iowa. If you have any questions or concerns after reading this information please contact your attorney.

**What is a LSR?** LSR is when an attorney and a client agree that the attorney will perform some, but not all, aspects of the client’s legal matter.

**What is different about hiring an attorney for LSR?** Rather than hiring an attorney on an open-ended basis to handle all aspects of your case at an unknown total cost, you can hire an attorney on an hourly basis to represent you for a certain time frame or for specific tasks. Alternatively, you can pay a flat fee for individual legal services tailored to fit your specific need(s). You must give “informed consent” for LSR, which means that you and your LSR attorney must agree in advance on the specific legal services the attorney will provide and on what terms those services will be provided. You will be responsible for handling any and all parts of your case not covered by the LSR agreement between you and the attorney. You will also be required to pay in advance for the time and/or tasks covered by your LSR agreement.

**Is the attorney’s professional responsibility different when hired for LSR?** The specific tasks performed by an attorney pursuant to an LSR agreement must still meet the requirements of Iowa law for such tasks, including the Iowa Code, the Iowa Rules of Civil Procedure, the Iowa Rules of Professional Conduct, and other relevant legal authorities.

**How will I know what I need to do in my case if I hire an attorney for LSR only?** If you and an attorney agree upon LSR services only, you are responsible for determining what else is needed to complete your case and comply with applicable legal requirements. For divorce and child support cases, the Iowa Supreme Court provides and requires the use of pro se litigant (self-representation) instructions and forms that are available at: [www.iowacourts.gov](http://www.iowacourts.gov). However, your LSR attorney may also offer additional LSR services at hourly or flat fee rates such as case road mapping, coaching, general advising or document preparation that may be helpful to you in navigating the legal process and issues for your particular case. If you have concerns about whether your LSR agreement covers what is needed for your case, talk with your LSR attorney about changing or increasing the scope of representation or about obtaining a referral for additional legal services.

**Am I assuming more risk when I agree that I will do some of the work involved?** With respect to any tasks not covered by your LSR agreement, you are responsible for performing those tasks in an accurate and timely manner. Therefore, the risk is yours for any consequences that may result from your failure to complete the tasks for which you are responsible as required by Iowa law and/or the court.

**When does LSR end?** Once the goal of the LSR agreement has been achieved, the LSR attorney has the right to immediately terminate the representation. If the LSR attorney has filed any documents for you with the court, the attorney will file a notice with the court, notifying the court that the LSR has been completed pursuant to the LSR agreement. In such situation, the LSR attorney does not need the permission of a judge to withdraw once the tasks

covered by the LSR agreement have been concluded. If the attorney has not filed anything with the court for you because filings were not required by the LSR agreement, the representation is simply concluded once the services covered by the agreement have been completed.

**What are some examples of LSR services?** Different attorneys may offer different LSR services. The Law Shop currently offers more than 25 different LSR services in the area of family law, including but not limited to:

- Flat Fee Services:
  - General Case Evaluation
  - Collaborative Divorce Spousal Education
  - Child Support Modification Assessment
  - Document Preparation:
    - Petition + Original Notice + Protected Information Disclosure
    - Answer to Petition
    - Directions for Service of Process
    - Child Support Guideline Worksheets
    - Affidavit of Financial Status
    - Application for Hearing on Temporary Matters + Proposed Order Setting Hearing
    - Affidavit Regarding Temporary Matters
    - Motion for Continuance + Proposed Order for Continuance
    - Stipulation Drafting with or without Children
  - Stipulation Review
  - Electronic Data Management System (EDMS) Assistance
  - Self-Representation Coaching
  - Neutral Divorce Advisor
  - Second Opinion
- Hourly Rate Services:
  - Collaborative Divorce
  - Mediation Representation
  - General Attorney Work – as needed for specified number of pre-paid hours
  - Parenting Plan Development
  - Negotiation / Mediation Coaching