

CIVIL L.R. 7.1(e)

CIVIL L.R. 7.1(e). Withdrawal as Counsel. An attorney may withdraw from a case in which he or she has appeared only as follows:

- (1) By Notice of Withdrawal. A party's attorney may withdraw from a case by filing and serving a notice of withdrawal, effective upon filing, if:
 - (A) multiple attorneys have appeared on behalf of the party; and
 - (B) at least one of those attorneys will continue as the party's counsel of record after the attorney seeking to withdraw does so.

- (2) By Notice of Withdrawal and Substitution. A party's attorney may withdraw from a case by filing and serving a notice of withdrawal and substitution, effective upon filing, if the notice includes:
 - (A) a statement by successor counsel that serves as successor counsel's notice of appearance and affirms that he or she represents the party;
 - (B) the names, addresses, and signatures of the withdrawing attorney and successor counsel;
 - (C) a statement that withdrawal and substitution has been discussed with the party and the party consents; and
 - (D) affirmation the withdrawal and substitution will not delay the trial or other progress of the case.

- (3) By Motion. An attorney who seeks to withdraw under circumstances not addressed in Civil L.R. 7.1(e)(1) or (2) must move to withdraw and:
 - (A) show good cause for the withdrawal;
 - (B) serve a copy of the moving papers on the party;
 - (C) advise the party of the date and time of hearing, if the judge chooses to schedule a hearing, and whether attendance at the hearing will be in person, by telephone or by zoom conference; and
 - (D) advise the party whether the court requires the party's attendance at the hearing, if one is scheduled.