

Civil L. R. 7.1. Disclosure Statement.

(a) Required information. To enable the Court to determine whether recusal is necessary or appropriate, an attorney for a nongovernmental party, an intervenor, or an amicus curiae must file a Disclosure Statement that:

(1) states the full name of every party, intervenor, or amicus the attorney represents in the action; and

(2) if such party, intervenor, or amicus is a corporation:

(A) identifies any parent corporation and any publicly held corporation owning 10% or more of its stock; or

(B) states there is no such corporation; and

(3) states the names of all law firms whose attorneys will appear, or are expected to appear, for the party in this Court.

(b) Filing and Serving. A party, intervenor, or amicus curiae must:

(1) file the disclosure statement with its first appearance, pleading, petition, motion, response, notice of removal or other request addressed to the Court, or when a case has been removed to this Court, the non-removing party must file within 14 days of the filing of a notice of removal; and

(2) promptly file a supplemental statement if any required information changes.

(c) Form. The disclosure statement must be substantially in the following form:

[CAPTION]

The undersigned, counsel of record for [John Doe, defendant, or Ruth Roe, plaintiff], furnishes the following list in compliance with Civil L. R. 7.1 and Fed. R. Civ. P. 7.1:

[Listed by Category]

Date: _____

Attorney's Signature

(d) Pseudonyms. A party who initiates a civil action using a pseudonym instead of the plaintiff's actual name must file the disclosure statement in accordance with Civil L. R. 10(c).

(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.