

## LOC.R. 75.10 WITHDRAWAL AND SUBSTITUTION OF COUNSEL

When counsel considers withdrawing from representation in a matter before this Court or a substitution of counsel is occurring, counsel shall comply with Prof.Cond.R. 1.16 and the following shall apply:

- (A) An attorney desiring to withdraw from representation shall file a motion to withdraw stating the reasons for withdrawal. The motion shall contain the last known address and telephone number of the client. The motion shall be accompanied by (1) a written acknowledgment and consent to the withdrawal signed by the client, or (2) a proposed Judgment Entry setting the Motion for hearing. The Court shall not issue an entry approving the withdrawal until the attorney has recited in the Motion or filed a certification that all of the following conditions have been met:
  - (1) Notice has been given to the client advising the client of all known filing deadlines occurring within the next 90 days affecting the client's case;
  - (2) Notice has been given to all involved attorneys, unrepresented parties, and interested persons; and
  - (3) Notice has been given to any bonding agencies involved.
- (B) The Court will not approve an Attorney's request to withdraw from a case within thirty (30) days preceding a trial or dispositive hearing, except for extraordinary circumstances.
- (C) Substitution of counsel does not require approval of the Court; however, written notice of substitution shall be filed with the Court. The substituting counsel shall

give written notice to all involved attorneys, unrepresented parties, and interested persons.