

10.0 ENTRY OF APPEARANCE AND WITHDRAWAL OF COUNSEL

(A) Entry of Appearance:

All entries of appearance of counsel in any action shall be in writing.

In civil cases, entry of appearance by counsel may be effected by signature of counsel on a pleading, motion or letter to the Court.

In criminal cases, entry of appearance by counsel shall be on a form provided by the Court or by letter to the Court signed by counsel.

Until an entry of appearance properly made and signed by counsel has been filed, counsel shall not be entitled to appear at any proceeding in the action.

(B) Withdrawal of Counsel:

It is contemplated that counsel who has entered an appearance in the case shall remain in the case until it is concluded.

However, upon written motion for leave to withdraw from the action and for good cause shown, the Court may permit counsel to withdraw. Prior to or contemporaneously with the filing of a motion for leave to withdraw as counsel, counsel shall serve the client with a copy of the motion by certified mail, return receipt requested. Additionally, counsel shall include in the motion a certificate of service that states the date and manner in which the client and all other counsel of record have been notified.

The Court in which a motion for leave to withdraw as counsel is filed may, in its discretion, set a hearing date on the motion and may require the attendance of all counsel and clients. If the Court requires the attendance of clients at the hearing, it shall be the responsibility of counsel to inform the client of the hearing date and time by certified mail, return receipt requested.

The provisions of DR 2-110, EC 2-29 and EC 2-31 of the Code of Professional Responsibility are incorporated herein.

Effective 05/01/99