

[Date]

[Clerk of the Court / Opposing Counsel Name]

[Court Name / Law Firm Name]

[Address]

[City, State, Zip Code]

RE: Notice of Lead Counsel Reassignment and Request for Docket Update

Case Name: [Case Name]

Case Number: [Case Number]

To Whom It May Concern,

Please be advised that there has been a change in lead counsel for [Plaintiff/Defendant], [Party Name], in the above-referenced matter.

Effective [Date], **[New Lead Counsel Name]** will replace [Former Counsel Name] as the primary attorney of record. We kindly request that the court docket and mailing lists be updated to reflect this change to ensure all future notices, pleadings, and correspondence are directed to the following individual:

New Lead Counsel: [New Counsel Name]

Bar Number: [Bar Number]

Firm Name: [Firm Name]

Address: [Address]

Phone: [Phone Number]

Email: [Email Address]

[Former Counsel Name] should be removed as lead counsel but [should/should not] remain as secondary counsel on this matter.

Thank you for your prompt attention to this update. Please contact our office if any further documentation is required.

Sincerely,

[Signature]

[Name of Submitting Attorney]

[Title]