

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]
[Bar Number]

[Date]

[Court Name]
[Court Address]
[City, State, Zip]

Re: [Case Name]
Case Number: [Insert Case Number]

NOTICE OF SUBSTITUTION OF COUNSEL AND ENTRY OF APPEARANCE

TO THE CLERK OF THE COURT AND ALL PARTIES OF RECORD:

Please take notice that [New Attorney Name] and the law firm of [New Law Firm Name] hereby enter an appearance as counsel for [Client Name], the [Plaintiff/Defendant] in the above-captioned matter.

[New Attorney Name] is substituted as counsel of record in place of [Withdrawing Attorney Name], who has withdrawn from this matter.

Effective immediately, please direct all future pleadings, notices, and correspondence related to this case to the undersigned at the address listed above.

Respectfully submitted,

[New Attorney Signature]
[New Attorney Printed Name]

CONSENT TO SUBSTITUTION

I hereby consent to the substitution of [New Attorney Name] as my counsel in this matter.

[Client Signature]
[Client Printed Name]

I hereby withdraw as counsel for [Client Name] in this matter.

[Withdrawing Attorney Signature]
[Withdrawing Attorney Printed Name]