

1 [Firm Name]  
[Firm Address]  
2 [Firm Phone Number]  
[Firm Fax]  
3 [Firm Email]  
[Attorney Name and Bar Number]  
4 Attorney for Plaintiff(s)/Defendant(s)

5 [Trial Court System], [County]

6 **[Plaintiff Name(s)],**  
7 Plaintiff(s),  
8 v.  
9 **[Defendant(s)],**  
10 Defendant(s).

Case No.  
**MOTION FOR LEAVE TO  
WITHDRAW AS COUNSEL &  
CERTIFICATE OF COUNSEL**  
Assigned to the Hon. [Judge]

11  
12 [Attorney], of the firm of [law firm], hereby respectfully requests the court enter an Order  
13 permitting [attorney] to withdraw as counsel of record in this matter for [client(s)].

14  
15 This Motion is urged for the reason that [client(s)] has retained new counsel, [new  
16 attorney] to appear herein as counsel of record.

17 Pursuant to [local civil rule], [attorney] hereby certifies that [client(s)] has been notified in  
18 writing of the status of this case, including the dates and times of any court hearings or  
19 trial settings, pending compliance with any existing court order, and the possibility of  
20 sanctions.

21  
22  
23 Dated this [Day] of [Month], [Year].  
24

25 By \_\_\_\_\_  
26 [Name of Attorney]  
27 [Firm Name]  
[Firm Address]  
28 Attorney for Plaintiff(s)/Defendant(s)

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

On [Date], undersigned:  
[Filed/E-filed] the original;  
[Mailed/Emailed/Hand Delivered] a  
copy to:  
• [Opposing Counsel]  
[Address]

\_\_\_\_\_/s/[Attorney]