

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 Arizona Superior Court, Yavapai County

6 **[Plaintiff Name(s)],**  
7 Plaintiff(s),  
8 v.  
9 **[Defendant(s)],**  
10 Defendant(s).  
11

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

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 Ariz. R. Civ. P. 5.3(a)(2)(B)(ii) (2017), [attorney] hereby certifies that  
18 [client(s)] has/have been notified in writing of the status of this case, including the dates  
19 and times of any court hearings or trial settings, pending compliance with any existing  
20 court order, and the possibility of 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)

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

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