

## RULE 10. Trial Attorneys

- (A) Every pleading, motion or other document of a part represented by an attorney shall be signed by at least one attorney of record in the attorney's individual name, whose address, attorney registration number, telephone number, facsimile number, if any, and business e-mail address shall be stated. A party who is not represented by an attorney shall sign the pleading, motion or other document and state the party's address. A party who is not represented by an attorney may further state a facsimile number or e-mail address for service by electronic means under Civ. R. 5 (B)(2)(f) and Local Rule 34. Firm names and the names of co-counsel or associate counsel may appear on the pleadings and motions.
- (B) All copies of pleadings or other court filings required by these Rules or Civil Rule 5 to be served upon other counsel in a cause, shall be served upon the trial attorney, designated in accordance with Paragraph A hereof.
- (C) All notices and communications from the judges of this Court with respect to a cause pending therein will be sent to the attorney(s) designated on classification forms, notification forms (civil), or entries (criminal) referenced in Local Rule 11B hereof. Whenever an appearance of designated attorney is required in Court, the judge to whom a cause is assigned under Local Rule 7 hereof, shall so advise the Assignment Commissioner, who shall promptly notify by electronic postcard to such trial attorney advising of the required appearance. The electronic postcard shall specify the number and title of the cause, the date and time of the required appearance, the courtroom number and name of the judge to whom the cause is assigned or before whom the appearance is required, and the reason for such appearance, whether "For Trial" or "Pretrial Conference," "For Hearing on Motion to Strike," or other such customary designation. The electronic postcard notices shall be addressed to the designated trial attorney of record in that attorney's individual name, at the most recent email address on file with the Clerk of Court's office. This most recent email address will be used on all subsequent correspondence from the Court, on any case filed, until such a time as the attorney in question changes his or her email address by filing a new notification form with the Clerk of Courts. The trial attorney shall be responsible for notifying the co-counsel or associate counsel of all matters affecting the action.
- (D) Application for leave to withdraw as attorney in a civil case shall be made by written motion filed with the Clerk of Courts, with copies served upon all other attorneys in the cause. Said motion shall be heard normally within ten days of filing by the judge to whom such a case has been assigned. Written notice of such application shall be given to the client of such attorney seeking to withdraw, by certified mail, return receipt requested, stating the time when, and before which judge, such application will be made. If such application is granted and the client does not appear at such hearing, the attorney,

if permitted to withdraw, shall notify such client by certified mail, return receipt requested, to secure a new attorney within such time as may be designated by the Court. A copy of such notice, together with the order authorizing withdrawal and the certified mail, return receipt requested, shall be filed and docketed in the cause.

(E) Any attorney who accepts private employment, or is appointed by the Court in any criminal case shall be required to sign one of the entries designated in Local Rule 11 B (3) which shall be filed with the papers in the case.

(F) Thereupon such attorney shall become attorney of record upon the journal of this Court and shall not be permitted to withdraw except upon motion and for good cause shown.

**Effective: (March 1, 2023)**