

IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT,
IN AND FOR BREVARD COUNTY,
FLORIDA

DIVISION: L

IN RE: ALL PENDING CIVIL CASES
ASSIGNED TO DIVISION L

**STANDING ORDER ON MOTIONS FOR
WITHDRAWAL OR SUBSTITUTION OF COUNSEL**

All Motions to Withdraw or Substitute Counsel must set forth reasons for withdrawal (or substitution). If the Court record contains the client's written consent to the withdrawal or substitution, a proposed Order¹ granting the Motion and stating that, "the Court notes the client's written consent in the record," may be submitted for entry without a hearing, unless objected to by the nonmovant. Otherwise, the Motion must be set for hearing, with proper notice to the client, in accordance with the Court's procedures² and Fla. R. Gen. Prac. & Jud. Admin. 2.505(f)(l), and to all parties/attorneys.

If the motion to withdraw is granted, the attorney moving to withdraw shall prepare a written proposed order³ setting forth the client's last known address, telephone number, email address and that the withdrawal will be effective upon the filing of the attorney's certification that a copy of the order was served on the client. In addition, the order should provide the client a reasonable time period to retain an attorney, or alternatively the Court will presume the client will proceed pro se as a self-represented party.

If the client is a corporation or other entity, the order should also contain a provision putting the client who is a business entity, trustee or a trust,

¹ In compliance with **Section D.** *supra*

² See **Section B.3.** *supra*.

³ In compliance with **Section D.** *supra*

personal representative of an estate, or otherwise named in a representative capacity, not an individual person, on notice that it cannot represent itself pro se through its owners, officers, directors, managers, or other representatives in Circuit Court, that the Court will not recognize any papers filed or requests made on behalf of the entity if not filed or made by an attorney, and that the entity is subject to dismissal of its claims or defenses if it fails to obtain counsel within the specified time frame.

DONE AND ORDERED in Chambers, at Melbourne, Brevard County, Florida, this _____ day of _____, 20__.

CURT JACOBUS
CIRCUIT JUDGE