

Rule 83.12.3 APPEARANCES AND WITHDRAWALS

(a) *Appearances, Civil Case.* **Each and every** An attorney making an appearance in a civil case shall cause the Clerk of Court's records to clearly reflect the firm name (if any), office address, telephone and facsimile number (if any) of the attorney, and the party for whom appearance is made, by filing a **separate** written appearance **identifying the specific party(s) represented.**

(b) *Withdrawal of Appearance.* An attorney who has appeared of record in a case may, with Court permission, withdraw for good cause shown. An attorney seeking withdrawal shall be relieved of his duties to the Court, the client and opposing counsel, only after the completion of the following procedures:

(1) filing of a motion seeking leave to withdraw, specifying the reasons therefor, unless to do so would violate the Code of Professional Responsibility, and service of a notice of withdrawal on his client and other counsel. Notice to the attorney's client must contain the admonition that the client is personally responsible for complying with all orders of the Court and time limitations of the Local Rules and Federal Rules of Civil Procedure;

(2) the filing with the Clerk of Court of a notice of withdrawal, proof of service thereof and the written consent of the client to the withdrawal; and

(3) the filing of an entry of appearance or a commitment to represent the client by a substitute attorney. After such procedure has been completed, the Court shall enter an order authorizing such a withdrawal. If the client has not consented in writing to such a withdrawal, the motion shall be set down for hearing before the Court.