SAMPLE ORDER: “Exhibit B” -Pursuant to Administrative Order No. 2.311-03/21 –*In Re: Notices of Change of Address, Substitution/ Withdrawal of Counsel, and Designation of Attorney of Record-* [sample form/ template: when an attorney seeks court leave to withdraw as counsel of record]

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT IN AND FOR PALM BEACH COUNTY, FLORIDA

DIVISION:

CASE NO.

PLAINTIFF/ PETIONER,

v.

DEFENDANT/ RESPONDENT.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /

**ORDER OF WITHDRAWAL OF COUNSEL AND DIRECTIONS TO CLERK TO UPDATE FILE WITH NEW CONTACT INFORMATION**

THIS MATTER came before the court upon [FULL NAME OF COUNSEL OF RECORD]’s Motion for Withdrawal of Counsel for [REPRESENTED PARTY NAME(s)] filed on [FILE DATE/ COURT DOCKET ENTRY NO. \_\_ ]. Having considered the Motion at a hearing on [DATE OF HEARING] it is hereby

ORDERED that the Motion is [GRANTED]. [FULL NAME OF COUNSEL OF RECORD] is no longer counsel of record for [NAME OF PARTY] and is relieved of any further responsibility and obligation on behalf of [NAMED REPRESENTED PARTY] in this case. All future documents and pleadings will be served on:

[NAME OF PARTY]

[CURRENT OR LAST KNOWN PHYSICAL MAILING ADDRESS]

[**optional**: email address of the party ONLY IF PERMITTED BY THE PARTY for service]

DONE AND ORDERED in Chambers, at [WEST PALM BEACH], [PALM BEACH] County, Florida.

CIRCUIT JUDGE