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 replace another attorney from a Different Law Firm, Company or Governmental Agency 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 ON SUBSTITUTION OF COUNSEL AND DIRECTIONS TO CLERK TO CHANGE COUNSEL OF RECORD**

THIS MATTER came before the court upon [NAME OF PARTY]’s Motion for Substitution of Counsel filed on [FILE DATE/ COURT DOCKET ENTRY NO. ]. Having considered the Motion and corresponding written consent of [NAME OF PARTY], it is hereby

ORDERED that the Motion is [GRANTED]. [NEW COUNSEL / LAW FIRM] is substituted as counsel for [NAME OF PARTY] and [FORMER COUNSEL/ LAW FIRM] is removed as counsel of record. Copies of documents and pleadings will be sent to:

[NEW COUNSEL/ LAW FIRM]

[PHYSICAL MAILING ADDRESS]

[PRIMARY/ SECONDARY EMAIL ADDRESS]

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

CIRCUIT JUDGE