

## Amendments to Specific Instructions for Form 12

### SPECIFIC INSTRUCTIONS – FORM 12

#### Form 12

A Notice of Substitution of Attorney, which, as prescribed by Rule 75(c), must be served by the party desiring to substitute an attorney. The service must be to the prior attorney of record and to all other parties. The notice shall be substantially in the form set forth in Form 12.

The notice should include the name of the substituted attorney, the prior attorney of record, and shall be signed by the substituting party. The notice also shall include a notice of appearance by the substituted attorney.

#### To complete the fillable version of Form 12, follow the steps below:

##### Caption:

- 1) Enter the names of the plaintiff and defendant in the appropriate free text box
- 2) Select “Court No.” or “Consolidated Court No.” from the drop-down box
- 3) Enter the Court No. or Consolidated Court No. in the free text box
- 4) If appropriate, select “and Attached Schedule” from the drop-down box

##### Body:

- 1) Enter new attorney, undersigned firm or corporate law department
- 2) Select “plaintiff”, “defendant”, “plaintiff-intervenor”, “defendant-intervenor” or “amicus” from the drop-down box
- 3) Enter former attorney, firm or corporate law department
- 4) Enter date
- 5) Enter name of party
- 6) Select “Plaintiff”, “Defendant”, “Plaintiff-Intervenor”, “Defendant-Intervenor” or “Amicus” from the drop-down box
- 7) Signature of party
- 8) Enter name of party
- 9) Select “plaintiff”, “defendant”, “plaintiff-intervenor”, “defendant-intervenor” or “amicus” from the drop-down box
- 10) Select “her” or “him” from the drop-down box
- 11) If appropriate, check the box for “The individual attorney in the undersigned firm, corporate law department, or the Government, who is responsible for the litigation, is” and enter the name of the attorney in the free text box

**Date and Contact Information:**

- 1) **Enter the filing date in the free text box**
- 2) **Enter the attorney's contact information in the appropriate fields**

(As added July 23, 1993, eff. July 23, 1993; **amended June 5, 2015, eff. July 1, 2015.**)