

Rule 75. Practice; Appearance; Substitution of Attorneys; Withdrawal of Attorney; Notification of Changes

(a) Practice. Only an attorney admitted to the bar of the court may practice before the court, except that individuals may represent themselves in an action.

(b) Appearances.

(1) Except for an individual (not a corporation, partnership, organization or other legal entity) appearing *pro se*, each party and any *amicus curiae* must appear through an attorney authorized to practice before the court. When a summons contains the name, address and telephone number of an attorney, the attorney will be recognized as the attorney of record, and no separate notice of appearance will be required of the attorney.

(2) In all other instances, an attorney authorized to appear in an action must serve a notice of appearance for each action. The notice must be substantially in the form as set forth in Form 11 of the Appendix of Forms. An appearance may be made by an individual attorney or a firm of attorneys. If the appearance is made by a firm, the individual attorney(s) responsible for the litigation must be designated.

(c) Substitution of Attorneys. A party who desires to substitute an attorney may do so by serving a notice of substitution on the prior attorney of record and the other parties. The notice must be substantially in the form as set forth in Form 12 of the Appendix of Forms. If the prior attorney of record wishes to be heard by the court on the substitution, that attorney may, by motion, request such relief as that attorney deems appropriate.

(d) Withdrawal of Attorney. The appearance of an attorney of record may be withdrawn only by order of the court, on motion served on the attorney's client and the other parties.

(e) Notification of Changes. Whenever there is any change in the name of an attorney of record, the attorney's address, telephone number, or e-mail address, a new notice of appearance for each action must be promptly served on the other parties and filed with the court. The notice must be substantially in the form as set forth in Form 11 of the Appendix of Forms. Unless and until an attorney of record files a new notice of appearance as prescribed in this subdivision, service of all papers must be made on the attorney of record at the last known address.

PRACTICE COMMENT: When a party is represented in an action by more than one attorney of record, the party must designate only one attorney of record to serve, file and receive service of pleadings and other papers on behalf of the party.

PRACTICE COMMENT: Attorneys are reminded that merely providing updated attorney information (e.g., firm, email address, mailing address, phone number) in the signature block or on the cover page of a pleading or paper filed in an action before the court is insufficient to update either the attorney's appearance in a given action or the court's attorney rolls. An attorney must also file appropriate papers for each action in which he or she appears, as set forth in Rule 75, and is also advised to separately notify the Clerk's Office so that his or her contact information is updated in the Court's list of registered attorneys.

(As amended July 21, 1986, eff. Oct. 1, 1986; July 20, 1988, eff. Nov. 1, 1988; Sept. 25, 1992, eff. Jan. 1, 1993; Aug. 29, 2000, eff. Jan. 1, 2001; Sept. 28, 2004, eff. Jan. 1, 2005; Nov. 25, 2009, eff. Jan. 1, 2010; Dec. 7, 2010, eff. Jan. 1, 2011; Dec. 4, 2012, eff. Jan. 1, 2013.)