IN THE CIRCUIT COURT OF THE THIRTEENTH JUDICIAL CIRCUIT

HILLSBOROUGH COUNTY, FLORIDA

CIVIL DIVISION

,

Plaintiff,

v. Case No.:

Division: C

,

Defendants.

/

**ORDER GRANTING motion to withdraw AS COUNSEL**

*(INDIVIDUAL)*

THIS CASE came before the Court for hearing on \_\_\_\_\_\_, 20\_\_\_, on the motion to withdraw as counsel of record (“Motion”) filed by counsel for the [insert party name] (“Plaintiff/Defendant”). The Court has considered the Motion, together with the relevant portions of the court file; has heard arguments of counsel; and has considered the applicable statutory and case law and rules of procedure. Based on the foregoing, it is ORDERED as follows:

1. The Motion is GRANTED.
2. [Insert counsel’s name], and/or the law firm of [insert name of law firm] and its attorneys are authorized to withdraw as counsel for the Plaintiff/Defendant and are relieved from any further responsibility as counsel of record for Plaintiff/Defendant in this case.
3. Plaintiff/Defendant shall have 30 days from the date of this order to retain new counsel, during which time this case will be stayed. Plaintiff/Defendant will be deemed to be proceeding *pro se* (i.e., without counsel) after the expiration of the 30-day period.
4. Plaintiff’s/Defendant’s contact information is as follows:
   1. Mailing Address: [insert]
   2. Physical Street Address (if different from mailing address): [insert]
   3. Email Address: [insert, if available]
   4. Telephone Number: [insert home and insert mobile number, if available].
5. All further correspondence, motions, pleadings, notices, and other papers and documents shall be served on Plaintiff/Defendant at the mailing address referenced above until new counsel has filed a notice of appearance in this case or Plaintiff/Defendant has filed and served a written change of address form with the Clerk of the Court.
6. Plaintiff/Defendant shall have a continuing obligation to maintain current contact information with both the Court and the Clerk of the Court and shall file a notice of change of contact information with the Clerk of the Court within 10 days of the date of the change.
7. [Insert this paragraph if Plaintiff’s counsel has withdrawn] A case management conference to discuss the status of this case is set for [insert scheduled date and time no less than 60 days from date of order].

**DONE AND ORDERED**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ELIZABETH G. RICE

Circuit Court Judge

*Conformed copies furnished to:*

-[Insert names/addresses for all parties]