

Checklist for Changing Lawyers

Keep a copy of all documents for your records.
Attend all court hearings.

(1) Notice of Withdrawal of Counsel

- This form should be completed by an attorney who is withdrawing from the case. [URCP 74\(a\)](#).
- Print the attorney's name and contact information at the top of the first page. Check whether the attorney is for the plaintiff/petitioner or defendant/respondent.
- Complete the heading exactly as it appears in the Complaint/Petition.
- Paragraph (1). Print the name and address of the client.
- Check Paragraph (2) if the attorney is withdrawing from a general representation. Make sure the statements are true.
- Check Paragraph (3) if the attorney is withdrawing from a limited appearance. Make sure the statements are true.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form on the other party.
- File the form with the judicial services representative.

(2) Notice to Appear Personally or to Appoint Counsel

- Use this form to notify the other party whose attorney has withdrawn, that the party must file a personal appearance or appoint a new attorney. [URCP 74\(c\)](#).
- Print your name and contact information at the top of the first page. Check whether you are the plaintiff/petitioner or defendant/respondent or the attorney for the plaintiff/petitioner or defendant/respondent.
- Complete the heading exactly as it appears in the Complaint/Petition.
- Paragraph (2). Print the date on which the form is filed.
- Paragraph (3). Attach a Notice of Personal Appearance or Appointment of Counsel form.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form and attachment on the other party.
- File the form with the judicial services representative.

(3) Notice of Appearance

- Use this form to enter a personal appearance without an attorney or to appear by counsel. [URCP 74\(c\)](#).
- Print your name and contact information at the top of the first page. Check whether you are the plaintiff/petitioner or defendant/respondent or the attorney for the plaintiff/petitioner or defendant/respondent.
- Complete the heading exactly as it appears in the Complaint/Petition.
- In the title of the document, check whether you are appearing personally or by counsel.
- Paragraph (1). Print the name of the attorney who withdrew.
- Check Paragraph (2) or (3), whichever is correct. If you check Paragraph (3), print the name of the client.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form on the other party.
- File the form with the judicial services representative.

(4) Substitution of Counsel

- Use this form to change from one attorney to another [URCP 74\(d\)](#).
- Print your name and contact information at the top of the first page. Check whether you are the attorney for the plaintiff/petitioner or defendant/respondent.
- Complete the heading exactly as it appears in the Complaint/Petition.
- Paragraph (1). Print the name of the former attorney and the name of the client.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form on the other party.
- File the form with the judicial services representative.