

Attorney Withdrawal Checklist
Complete Before Presenting Your Order

My client signed off on my motion or order

1. Did you follow TRCP 10?

- I filed a written motion
- I made sure that the motion contains all the items listed in TRCP 10
- I delivered the motion to my client in person **or**
- I mailed the motion to my client's last known address by BOTH certified and regular first class mail

2A. Hearing

- I gave my client proper notice of the withdrawal hearing under TRCP 21 and 21a
- I am ready to hand my proof of notice to the court reporter

2B. No Hearing - Did you follow Collin County Local Rule 4.3?

- I sent my client a letter notifying him/her of the right to object to my withdrawal within ten days of mailing
- I sent the letter with my motion by both certified and regular mail
- My letter is on file with the court
- No objection has been filed

Also initial the following:

_____ I am aware that if my motion to withdraw is granted, I must send the client by regular mail:

- a copy of the court's order
- a letter that lists all settings and pending deadlines and,
- if another lawyer is not being substituted, advises the client to obtain other counsel

_____ I must file this letter with the clerk and serve opposing counsel