IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT IN AND FOR DUVAL COUNTY, FLORIDA

CASE NO.: 16-

DIVISION: CV-E

Plaintiff(s),

v.

Defendant(s).

**ORDER GRANTING MOTION TO WITHDRAW**

**THIS CAUSE HAVING** come before this Court on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Motion to Withdraw as Counsel for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, [hereinafter “CLIENT”), and appropriate notice having been given, it is hereby,

**ORDERED AND ADJUDGED** as follows:

1. The Motion to Withdraw is **GRANTED**.
2. Movant shall serve a copy of this order to CLIENT by United States Postal Service and email, and file a certificate of service confirming the same for the Court.
3. Within \_\_\_\_ days from the date of this Order, CLIENT shall either:
4. Retain new counsel and have that counsel file a written appearance with the Clerk of the Court; OR
5. File a written notice with the Clerk of the Court advising that CLIENT will represent himself/herself. [Note: If CLIENT is a corporation, trustee or a trust, personal representative of an estate, or otherwise named in a representative capacity, CLIENT must retain counsel.]
6. Failure to comply with the preceding paragraph will create a presumption that CLIENT no longer wishes to participate in this lawsuit and the Court may sua sponte or on motion of opposing party impose sanctions against CLIENT. Sanctions may include the imposition of fees and costs, striking of pleadings, entry of default, and dismissal with prejudice.
7. In the interim, CLIENT is required to comply with orders/notices requiring CLIENT’S appearance in court; OR In the interim this cause shall be stayed until the time period set forth in paragraph 3 above expires.
8. CLIENT may be served at the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and contacted via telephone at the following number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and via email at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. During the time period set forth in paragraph 3 above or in the event the client elects to represent himself/herself by filing the written notice referenced in paragraph 3 above, CLIENT is responsible for notifying the Clerk of the Court of any change in mailing address, or designated email address(es), within ten (10) days of the change. All further papers and pleadings shall be served by mail to CLIENT’S last known mailing address or by email to CLIENT’S designated email address(es). Service shall be complete upon mailing or emailing. CLIENT’S failure to update the address(es) shall constitute a waiver of any defenses due to lack of notice.

**DONE AND ORDERED** in Chambers at Jacksonville, Duval County, Florida this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BRUCE R. ANDERSON, JR.

CIRCUIT COURT JUDGE

Copies to:

All parties and counsel of record.