

Rule 2.02 | APPEARANCE AND WITHDRAWAL OF A LAWYER

(a) LEAD COUNSEL. The first paper filed on behalf of a party must designate only one "lead counsel" who – unless the party changes the designation – remains lead counsel throughout the action.

(b) APPEARANCE.

(1) A lawyer's pleading, motion, or other paper serves as that lawyer's appearance in an action.

(2) A party, other than a natural person, can appear through the lawyer only.

(3) If a lawyer represents a person in an action, the person can appear through the lawyer only.

(c) WITHDRAWAL. If a lawyer appears, the lawyer cannot without leave of court abandon, or withdraw from, the action.

(1) To withdraw, a lawyer:

(A) must notify each affected client fourteen days before moving to withdraw unless the client consents to withdrawal, and

(B) must file a motion to withdraw that includes:

(i) a certification that the lawyer has provided fourteen days' notice to the client or that the client consents to withdrawal and

(ii) if withdrawal will result in a person proceeding pro se, the person's mailing address, email address, and telephone number.

(2) The withdrawing lawyer – not the lawyer's present or former firm or another lawyer – must move to withdraw unless unable because of an emergency, disability, or death.

(3) If withdrawal might cause the continuance of a trial, a lawyer cannot withdraw absent a compelling ethical problem, emergency, disability, or death.

(4) A party that discharges a lawyer must obtain substitute counsel in time to comply with the deadlines. A person no longer represented by counsel must comply with the rules and comply with the deadlines.

(d) LAW FIRMS. A lawyer changing law firms but remaining as the lawyer in an action need not file a motion but must change the lawyer's contact information.