

## INSTRUCTIONS FOR FILING A SUBSTITUTION OF ATTORNEY

1. From the **Other Filings** Menu select **Other Documents**
2. Select the event **Substitution of Attorney**, and click **Next**
3. Insert Case Number, and click **Next**
4. The system will display the Case Number and Case Title, such as:

**3:99-cv-9999-GEB-TJB SPONGEBOB v. GARFIELD**

5. Click on **Browse**. Attach the pdf document (Substitution of Attorney) you are filing. Click **Next**.

**Please Note:** If you have an attachment to the Substitution of Attorney (e.g., Certificate of Service) after Attachments to Document: select **Yes**. Attach the document. Click **Next**.

6. **Search for Attorney**, enter new counsel's last name or Bar ID (first and last initials and the last 4 digits of Social Security Number). **Remember** enter all names and addresses in UPPER CASE letters) Click **Next**.

7. A list of attorneys will be displayed, highlight the **new** attorney. A small screen will appear to show the **new** attorney's name and address, verify this is the correct attorney. Press the "**Select the name from list**" and an Attorney Information screen will appear. Press the "**Add attorney**" button.

8. Counsel **may** change the address information on the Attorney Information Screen, if it is incorrect. Counsel should file a **Notice of Change of Address** with the Clerk's Office.

**Local Civil Rule 10.1(a) requires counsel to file a Change of Address within 5 days after the move.**

9. Select the party(ies) the **new** attorney represents. Select the parties in **every** role they appear, (i.e., defendant, cross claimant, third-party-plaintiff, etc. ) Click **Next**.

10. Select "**End attorney selection**"

11. Select the attorney **withdrawing** from the case for each party. Click **Next**.

12. A final confirmation screen will appear. Click **Next**.

13. The final text screen will appear. The text will be similar to this:

**Substitution of Attorney - Attorney PERRY E. MASON for SPONGEBOB SQUAREPANTS Added. Attorney JOHN EDWARDS terminated. (PERRY E. MASON )**

To accept the final screen, click **Next**

14. The **Notice of Electronic Filing** will be displayed.