

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 2.311-2/13

IN RE: NOTICES OF CHANGE OF ADDRESS,
SUBSTITUTION/WITHDRAWAL
OF COUNSEL, AND DESIGNATION
OF ATTORNEY OF RECORD

Pursuant to Florida Rule of Judicial Administration 2.515, every pleading and other document of a party represented by an attorney shall be signed by at least one attorney of record whose current record Florida Bar address, telephone number, including area code, primary e-mail address and secondary e-mail addresses, if any, and Florida Bar number shall be included. Pursuant to Florida Rule of Judicial Administration 2.505(f), an order of substitution or withdrawal of counsel must be entered prior to a change of counsel. The Rules of Judicial Administration do not address the notification process when there is a change of attorney within the law firm representing a party. A random review of files showed that many attorneys and law firms are not clearly notifying the Clerk & Comptroller's office of a change of address, change of attorney within the law firm of record or directing the Clerk and Comptroller to update the record following a substitution or withdrawal of counsel and therefore the Clerk & Comptroller's records may not reflect correct information. Incorrect addresses and inaccurate attorney/firm information compromises the judiciary's ability to accurately serve orders by mail and email.

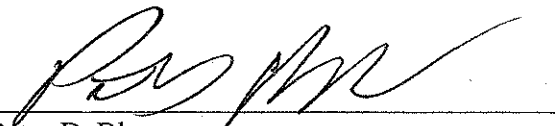
NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. When a law firm with attorneys practicing in the Fifteenth Judicial Circuit changes its mailing or email address, it shall file a copy of the Notice of Change of Counsel's Address, attached hereto as Exhibit "A", in each and every case number in which it is the law firm of record.
2. When an attorney practicing in the Fifteenth Judicial Circuit changes his or her mailing or email address, he or she shall file a copy of the Notice of Change of Counsel's Address, attached hereto as Exhibit "A", in each and every case number in which he or she is the attorney of record.
3. The title of a proposed order on a Motion for Substitution of Counsel or Motion to Withdraw shall clearly direct the Clerk to update counsel of record or update the applicable mailing addresses.¹

¹ For example "Order Granting Plaintiff's Motion for Substitution of Counsel and Directing Clerk of Court to Change Counsel of Record".

- a. If the title of an order granting the substitution of counsel does not specifically direct the Clerk of Court to change counsel of record or the body of the order does not provide the new counsel's contact information, new counsel of record shall file a Notice of Substitution of Counsel, attached hereto as Exhibit "B", in each case file in which the court has ordered that the attorney be substituted in as counsel of record.
 - b. If the title of an order granting the withdrawal of counsel does not specifically direct the Clerk of Court to update the file with new contact information for the party, or the body of the order does not contain the new contact information, the withdrawing counsel shall file a Notice of Withdrawal of Counsel, attached hereto as Exhibit "C", in each case file in which the attorney's motion to withdraw as counsel has been granted.
4. If the initial attorney of record is no longer associated with the law firm which is prosecuting or defending an action, a Stipulation for Substitution of Counsel or a Notice of Change of Attorney of Record and Directions to the Clerk to Update Attorney Information must be filed in order to ensure that the case is no longer linked to the initial attorney of record, attached hereto as Exhibit "D".²
 5. If an attorney of record remains with the law firm which is prosecuting or defending an action, but is no longer working on the case or is replaced internally within the law firm, the new attorney from the law firm shall file in each applicable court file either a Stipulation for Substitution of Counsel or a Notice of Change of Attorney of Record and Directions to Clerk to Update Attorney Information, attached hereto as Exhibit "D".
 6. The filing of a Stipulation of Substitution of Counsel or a Notice of Change of Attorney for situations outlined in paragraphs 4 and 5 above will be deemed to be an order granting the substitution of counsel under Rule of Judicial Administration 2.505(f)(2).³
 7. The Clerk & Comptroller's Office will, upon receipt of a Notice of Change of Counsel's Address, an Order Substituting Counsel, an Order Granting the Withdrawal of Counsel, a Notice of Substitution of Counsel, a Notice of Withdrawal of Counsel, a Stipulation of Substitution of Counsel as provided in paragraph 4 and 5 above or a Notice of Change of Attorney of Record as provided for in paragraph 4 and 5 above, update the clerk's records to reflect the current counsel and current addresses and docket the item within a reasonable time of the receipt of the filing.

25 **DONE and SIGNED**, in Chambers, at West Palm Beach, Palm Beach County, Florida, this day of February, 2013.



Peter D. Blanc
Chief Judge

² The Clerk's Office links a case to an attorney's Florida Bar id number and not to a firm.

³ New counsel from a separate law firm will still need an order from the trial judge.

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE NO.:

Plaintiff/Petitioner,

v.

Defendant/Respondent.

_____ /

**NOTICE OF CHANGE OF ADDRESS &
DIRECTIONS TO CLERK TO CHANGE ADDRESS**

_____ Please be advised that the undersigned LAW FIRM has changed its mailing address to:

_____ Please be advised that the undersigned LAW FIRM has changed its email address to:

_____ Please be advised that the undersigned ATTORNEY has changed his/her mailing address to:

_____ Please be advised that the undersigned ATTORNEY has changed his/her email address to:

CERTIFICATE OF SERVICE

EXHIBIT "A"

IN THE CIRCUIT/COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE NO.:

Plaintiff/Petitioner,

v.

Defendant/Respondent.

_____ /

**NOTICE OF SUBSTITUTION OF COUNSEL &
DIRECTIONS TO CLERK TO CHANGE COUNSEL OF RECORD**

Please be advised that by an order of the court dated _____ the undersigned attorney/law firm has been substituted as counsel for NAME OF PARTY. The _____ (name of law firm/attorney) should be removed as counsel of record. Copies of documents and pleadings should be sent to the undersigned at the address below.

INSERT ADDRESS HERE

Signature of Attorney

CERTIFICATE OF SERVICE

EXHIBIT "B"

IN THE CIRCUIT/COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE NO.:

Plaintiff/Petitioner,

v.

Defendant/Respondent.

_____ /

**NOTICE OF WITHDRAWAL OF COUNSEL & DIRECTIONS TO CLERK
TO UPDATE FILE WITH NEW CONTACT INFORMATION**

Please be advised that by an order of the court dated _____ the undersigned attorney/law firm has withdrawn as counsel for NAME OF PARTY. The _____ (name of law firm/attorney) should be removed as counsel of record. Copies of documents and pleadings should be sent to the _____ NAME OF PARTY _____ at the following address:

INSERT ADDRESS HERE

Signature of Attorney

CERTIFICATE OF SERVICE

EXHIBIT "C"

IN THE CIRCUIT/COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE NO.:

Plaintiff/Petitioner,

v.

Defendant/Respondent.

_____ /

**NOTICE OF CHANGE OF ATTORNEY OF RECORD &
DIRECTIONS TO CLERK TO UPDATE ATTORNEY INFORMATION**

Please be advised that while the law firm of _____ is still the law firm representing the _____ plaintiff/defendant NAME _____, Attorney _____ is now counsel of record. Attorney _____ should be removed as counsel of record.

Signature of Attorney

CERTIFICATE OF SERVICE

EXHIBIT "D"