

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

ADMINISTRATIVE ORDER NO. 2.311-8/25*

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

Pursuant to Florida Rule of General Practice and 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, primary e-mail address and secondary e-mail addresses, if any, and Florida Bar number must be included. Pursuant to Florida Rule of General Practice and Judicial Administration 2.505(f), an order of substitution or withdrawal of counsel must be entered prior to a change of counsel when new counsel is not from the same law firm, company, or governmental agency as the replaced attorney. Per Florida Rule of General Practice and Judicial Administration 2.505(e)(4), a notice of substitution of counsel should be filed when there is a change of attorney within the same law firm, company, or governmental agency 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 & 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 General Practice and 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. When an attorney seeks court leave to replace another attorney from a different law firm, company, or governmental agency as counsel of record, the proposed order on the Motion for Substitution of Counsel shall clearly direct the Clerk to update counsel of record and the applicable mailing and email addresses.¹ Additionally, the body of the order shall:
 - a. Identify each individual attorney who will no longer serve as counsel. The Clerk & Comptroller links cases to Florida Bar numbers as opposed to firm names. Therefore, identification of the law firm name alone is insufficient.²
 - b. Identify new counsel and provide new counsel's address, telephone number, primary e-mail address and secondary e-mail addresses, if any.

Proposed orders on a Motion for Substitution of Counsel that do not contain the above information will be rejected. A Sample Order on Substitution of Counsel is attached as "Exhibit B".³

4. When an attorney seeks court leave to withdraw from a case, the proposed order on the Motion for Withdrawal of Counsel shall clearly direct the Clerk to update counsel of record and the applicable mailing and email addresses. Additionally, the body of the order shall:
 - a. Identify each individual attorney who will no longer serve as counsel. The Clerk's Office links cases to Florida Bar numbers as opposed to firm names. Therefore, identification of the law firm name alone is insufficient.
 - b. For purposes of future service, provide the client's last known mailing address **and** email address. **A party not represented by an attorney must also file and serve a designation of a primary e-mail address and up to two additional e-mail addresses for service using Rule of General Practice and Judicial Administration Form 2.602 unless the unrepresented party is in custody or declares on Form 2.601, under penalty of perjury, that the party does not have an e-mail account or does not have regular access to the Internet.**

Proposed orders on a Motion for Withdrawal of Counsel that do not contain the above information will be rejected. A Sample Order of Withdrawal of Counsel is attached as "Exhibit B".


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

² For example, the order should provide that "Attorney John Doe from Law Firm XYZ" is no longer counsel of record as opposed to "Law Firm XYZ" is no longer counsel of record.

³ Attorneys are responsible for adding in any conditions or terms of substitution as ordered by the Court per Florida Rule of General Practice and Judicial Administration 2.505(e)(3).

5. When an attorney is replacing another attorney from the same law firm, company, or governmental agency as counsel of record, a Notice of Substitution of Counsel and Directions to the Clerk to Update Attorney Information should be filed in order to ensure that the case is no longer linked to the initial attorney of record. A sample Notice is attached hereto as Exhibit "D".⁴
6. 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 Termination of Limited Appearance,⁵ a Notice of Termination of Post Judgment Appearance,⁶ or a Notice of Substitution of Counsel as provided in paragraph 5, above, update its records to reflect the current counsel and current addresses and docket the item within a reasonable time of the receipt of the filing. The Clerk & Comptroller shall docket, but take no further action, upon receipt of a Notice of Stand in Counsel filed pursuant to Florida Rule of General Practice and Judicial Administration 2.505(g).

11 **DONE and SIGNED**, in Chambers, at West Palm Beach, Palm Beach County, Florida, this day of August, 2025.



Glenn D. Kelley
Chief Judge

*Supersedes Administrative Order 2.311-3/21

⁴New counsel from a separate law firm, company, or government agency will still need an order from the presiding judge. See Fla. R. Gen. Prac. & Jud. Admin. 2.505(e)(3).

⁵ See Fla. R. Gen. Prac. & Jud. Admin. 2.505(f)(5).

⁶ See Fla. R. Gen. Prac. & Jud. Admin. 2.505(f)(4).

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.

_____ /

**ORDER ON SUBSTITUTION OF COUNSEL &
DIRECTIONS TO CLERK TO CHANGE COUNSEL OF RECORD**

THIS MATTER came before the Court upon [NAME OF PARTY]'s Motion for Substitution of Counsel ("Motion"). Having considered the Motion and corresponding written consent of [NAME OF PARTY], it is hereby **ORDERED** that

The Motion is **GRANTED**. [NEW ATTORNEY(S) of LAW FIRM] is substituted as counsel for [NAME OF PARTY] and [FORMER ATTORNEY(S) of LAW FIRM] is removed as counsel of record. Copies of documents and pleadings will be sent to [NEW ATTORNEY(S)] at. [E-MAIL AND MAILING ADDRESS].

DONE AND ORDERED this ____ day of _____ in chambers at
_____.

[Judge's Signature]

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.

_____ /

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

THIS MATTER came before the Court upon [ATTORNEY(S) NAME]'s Motion for Withdrawal of Counsel for [REPRESENTED PARTY NAME] ("Motion"). Having considered the Motion at a hearing on [HEARING DATE], it is hereby **ORDERED** that

The Motion is GRANTED. [ATTORNEY(S) of LAW FIRM] is no longer counsel of record for [NAME OF PARTY] and is relieved of any further responsibility and obligation on behalf of [NAME OF PARTY] in this case. All future documents and pleadings will be served on [NAME OF PARTY] at [LAST KNOWN MAILING ADDRESS OR DESIGNATED EMAIL ADDRESS].

DONE AND ORDERED this ____ day of _____ in chambers at
_____.

[Judge's Signature]

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 SUBSTITUTION OF COUNSEL
DIRECTIONS TO CLERK TO UPDATE ATTORNEY INFORMATION

Please be advised that while [NAME OF LAW FIRM/COMPANY/GOVERNMENTAL AGENCY] is still representing [REPRESENTED PARTY'S NAME] in this action, Attorney [NAME OF NEW ATTORNEY] is now counsel of record and Attorney [NAME OF FORMER ATTORNEY] should be removed as counsel of record.

Signature of Attorney

CERTIFICATE OF SERVICE

EXHIBIT "D"