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

CIRCUIT CIVIL DIVISION: AK  
[INSERT CASE NUMBER]

[INSERT PLAINTIFF],  
        Plaintiff/Petitioner  
vs.

[INSERT DEFENDANT],  
        Defendant/Respondents.   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

**ORDER GRANTING [INSERT FIRM’S NAME]’S MOTION TO WITHDRAW AS COUNSEL FOR DEFENDANT WITH DIRECTIONS TO CLERK TO UPDATE SERVICE LIST**

**THIS CAUSE** came before the Court on [FIRM NAME]’s Motion to Withdraw as Counsel for Defendant, [INSERT DEFENDANT’S NAME]. The Court having reviewed the motion, heard argument of counsel, and being otherwise fully advised in the premises, it is thereupon:

**ORDERED AND ADJUDGED** as follows:

1. [INSERT FIRM NAME]’s Motion to Withdraw as Counsel for Defendant is hereby **GRANTED**.
2. [INSERT FIRM NAME] and its attorneys are hereby permitted to withdraw as attorney for Defendant, [INSERT DEFENDANT’S NAME] forthwith and they shall have no further obligation in this matter.
3. Defendant [INSERT DEFENDANT’S NAME] shall have [INSERT NUMBER OF DAYS] days from the date of this Order to either:
   1. Retain new counsel and have that counsel file a written appearance with the Clerk of Court; OR
   2. Advise the Court by filing Defendant’s Notice of Intent to Proceed *Pro Se* with the Clerk of Court. **(Paragraph 3(b) only applies if the Defendant is an individual. All business entities must be represented by counsel)**
4. If Defendant fails to comply with either Paragraph 3(a) or 3(b) of this Order within [INSERT NUMBER OF DAYS FROM PARAGRAPH 3] days from entry of this Order, counsel for Plaintiff(s) shall upload a proposed order to show cause why Defendant’s defense should not be deemed abandoned and a default entered for entry by the Court.
5. Any further correspondence or pleadings in this matter shall be directed to Defendant at the following address and email address

[INSERT DEFENDANT’S NAME]

[INSERT DEFENDANT’S ADDRESS]

[INSERT DEFENDANT’S EMAIL ADDRESS]

[INSERT DEFENDANT’S PHONE NUMBER]

1. **The Clerk of Court shall update the service list.**

DONE AND ORDERED in Chambers in West Palm Beach, Palm Beach County, Florida.

Hon. James Sherman

Circuit Court Judge

[INSERT SERVICE LIST]