ATTORNEY WITHDRAWAL

If an attorney for a party in an adversary proceeding, an attorney for a debtor in a chapter 7 or 13 case, or an attorney in a bankruptcy case whose employment was subject to court approval seeks to withdraw without filing a substitution of attorney, that attorney must file a motion for leave to withdraw. Local rule 9010-1(e)(3). However, if there is more than one attorney of record for the party or debtor, and at least one attorney will remain of record after the withdrawal, an attorney may withdraw by filing a notice of withdrawal and sending such notice to all parties to the adversary proceeding or the trustee in the bankruptcy case. Local Rule 9010-1(e)(3).
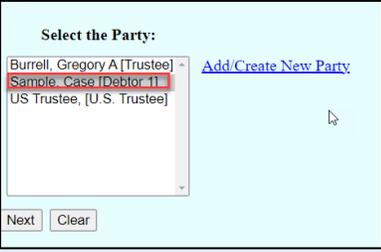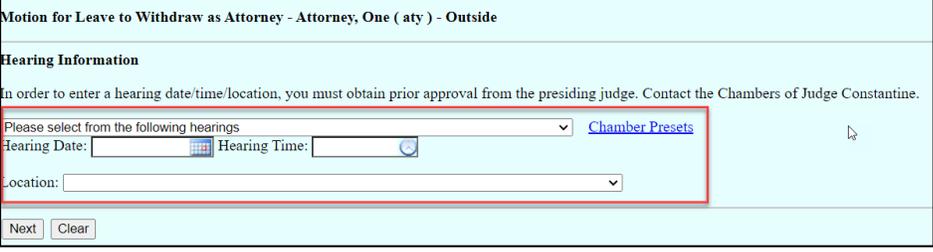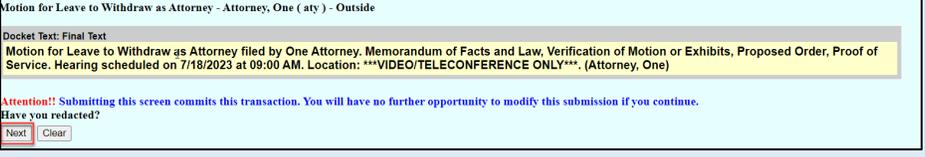
Contents

Motion for Leave to Withdraw Attorney

After contacting the assigned judges' courtroom deputy and receiving a hearing date, file the motion utilizing the event Motion for Leave to Withdraw Attorney.
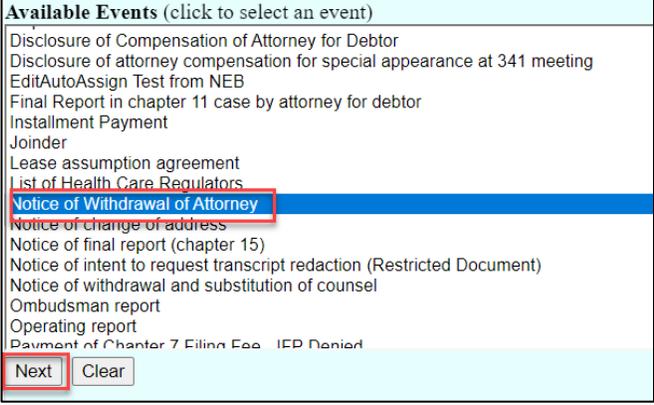
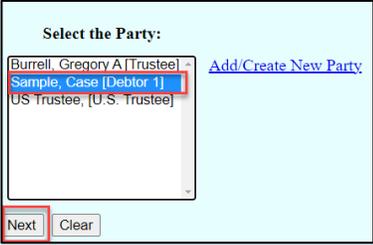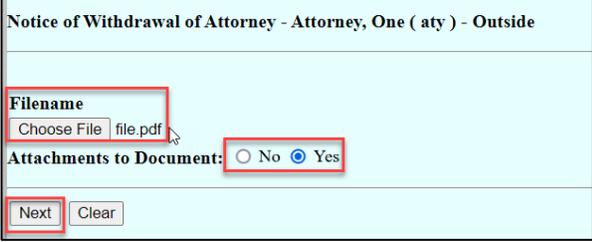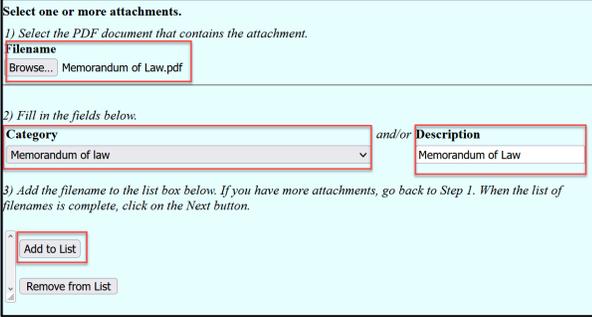|	
1. In both adversary cases and main bankruptcy cases, the event for Notice of Withdrawal of Attorney can be found under "Motions".	**Post-Petition Events** Add creditor to matrix Appeals (bankruptcy) Applications (bankruptcy) Conversions Debtor Certifications Motions (bankruptcy) Motions (Chapter 11 First Day Only) Notices (bankruptcy) Other Case Events Plan/Disclosure Statement Response/Objection InBox (new) Call before Use
2. Select Motion for Leave to Withdraw as Attorney. Click Next.	Available Events (click to select an event) Motion for Discharge in Individual Chapter 11 Case Motion for Entry of a Final Decree Motion for Examination of an Entity Motion for Further Administration of the Estate Motion for Hardship Discharge Motion for Intra-District Transfer Motion for Joint Administration Motion for Leave to Amend a Pleading Motion for Leave to Withdraw as Attorney Motion for Order Confirming Termination of the Automatic Stay Motion for Order Declaring Lien(s) Satisfied Motion for Order That Asset Not Be Abandoned Upon Case Closing Motion for Provisional Relief After Filing Petition for Recognition of Foreign Proceeding Motion for Relief After Recognition of Foreign Proceeding Motion for Relief from a Judgment or Order Motion for Relief from the Automatic Stay Next Clear

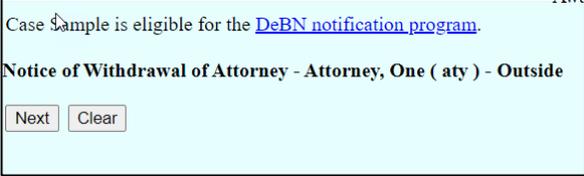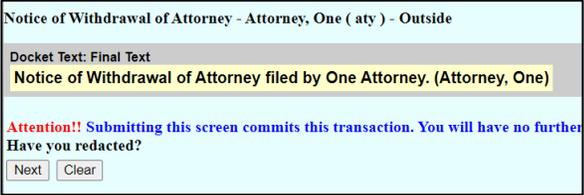|		
3.	Select Party. Click Next.	**Select the Party:** Burrell, Gregory A [Trustee] Add/Create New Party Sample, Case [Debtor 1] US Trustee, [U.S. Trustee] Next Clear
4.	Indicate type of motion. Click Next.	Case Sample is eligible for the DeBN notification program. **Motion for Leave to Withdraw as Attorney - Attorney, One (aty) - Outside** **Please indicate the type of motion you are filing:** ◉ Initial ○ Amended ○ Expedited Next Clear
5.	Select the documents included with the motion. Click Next.	**Motion for Leave to Withdraw as Attorney - Attorney, One (aty) - Outside** The moving party must file and serve the following items. Checking the boxes indicates wh • Notice of Hearing and Motion • ☑ Memorandum of Facts and Law • ☑ Verification of Motion or Exhibits (if facts are at issue) • ☐ Proposed Witness List (if applicable) • ☑ Proposed Order • ☑ Proof of Service (if required by Local Rule 9036-1(a) for non-filing users) Next Clear
6.	The motion should be uploaded as the main file, with additional documents being added as attachments.	**Motion for Leave to Withdraw as Attorney - Attorney, One (aty) - Outside** **Filename** Choose File file.pdf **Attachments to Document:** ○ No ◉ Yes Next Clear
7.	Add attachment to the list. 1. Locate the file 2. Add a description. 3. Add that attachment to the list. Repeat steps 1-3 until all attachments have been added. Click Next to move forward in docketing.	**Select one or more attachments.** *1) Select the PDF document that contains the attachment.* **Filename** Browse... Memorandum of Law.pdf *2) Fill in the fields below.* **Category** *and/or* **Description** Memorandum of law ▾ Memorandum of Law *3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.* Add to List Remove from List

8. Select your hearing preset from the dropdown. Click Next.	**Motion for Leave to Withdraw as Attorney - Attorney, One (aty) - Outside** **Hearing Information** In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge. Contact the Chambers of Judge Constantine. Please select from the following hearings ▼ Chamber Presets Hearing Date: [ ] Hearing Time: [ ] Location: [▼] Next Clear
9. Click Next to docket.	Motion for Leave to Withdraw as Attorney - Attorney, One (aty) - Outside Docket Text: Final Text Motion for Leave to Withdraw as Attorney filed by One Attorney. Memorandum of Facts and Law, Verification of Motion or Exhibits, Proposed Order, Proof of Service. Hearing scheduled on 7/18/2023 at 09:00 AM. Location: ***VIDEO/TELECONFERENCE ONLY***. (Attorney, One) **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.** Have you redacted? Next Clear

Notice of Withdrawal of Attorney

File Notice of Withdrawal and Proof of Service (if applicable) utilizing the event "Notice of Withdrawal of Attorney".

1. In both adversary cases and main bankruptcy cases, the event for Notice of Withdrawal of Attorney can be found under "Other Case Events".	**Post-Petition Events** Add creditor to matrix Appeals (bankruptcy) Applications (bankruptcy) Conversions Debtor Certifications Motions (bankruptcy) Motions (Chapter 11 First Day Only) Notices (bankruptcy) Other Case Events Plan/Disclosure Statement Response/Objection InBox (new) Call Before Use
2. Select Notice of Withdrawal of Attorney. Click Next.	**Available Events** (click to select an event) Disclosure of Compensation of Attorney for Debtor Disclosure of attorney compensation for special appearance at 341 meeting EditAutoAssign Test from NEB Final Report in chapter 11 case by attorney for debtor Installment Payment Joinder Lease assumption agreement List of Health Care Regulators Notice of Withdrawal of Attorney Notice of change of address Notice of final report (chapter 15) Notice of intent to request transcript redaction (Restricted Document) Notice of withdrawal and substitution of counsel Ombudsman report Operating report Payment of Chapter 7 Filing Fee, IFP Denied Next Clear

3.	Select party. Click Next.	**Select the Party:** Burrell, Gregory A [Trustee] Sample, Case [Debtor 1] US Trustee, [U.S. Trustee] Add/Create New Party Next Clear
4.	The notice should be uploaded as the main file, with additional documents being added as attachments. Click Next.	**Notice of Withdrawal of Attorney - Attorney, One (aty) - Outside** **Filename** Choose File file.pdf **Attachments to Document:** ○ No ● Yes Next Clear
5.	Add attachment to the list. 1. Locate the file 2. Add a description. 3. Add that attachment to the list. Repeat steps 1-3 until all attachments have been added. Click Next to move forward in docketing.	**Select one or more attachments.** *1) Select the PDF document that contains the attachment.* **Filename** Browse... Memorandum of Law.pdf *2) Fill in the fields below.* **Category** *and/or* **Description** Memorandum of law Memorandum of Law *3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.* Add to List Remove from List
6.	Click Next.	Case Sample is eligible for the DeBN notification program. **Notice of Withdrawal of Attorney - Attorney, One (aty) - Outside** Next Clear
7.	Click Next to docket.	**Notice of Withdrawal of Attorney - Attorney, One (aty) - Outside** **Docket Text: Final Text** **Notice of Withdrawal of Attorney filed by One Attorney. (Attorney, One)** **Attention!! Submitting this screen commits this transaction. You will have no further** **Have you redacted?** Next Clear
8.	After reviewing the docket, court employees will process the withdrawal.	