

## INSTRUCTIONS FOR FILING A SUBSTITUTION OF ATTORNEY

Follow these instructions when one attorney is being substituted for another attorney. If you are changing law firms, address, etc., update information under account maintenance procedures (CM/ECF/Utilities/Maintain User Addr/E-mail).

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. If correct, click **Next**;  
**3:99-cv-9999-GEB-TJB SPONGEBOB v. GARFIELD**
5. Click on **Browse**. Attach the pdf document (Substitution of Attorney) you are filing. Add attachments (e.g., Certificate of Service), if any. Click **Next**;
6. Select the attorney **withdrawing** from the case for each party. Click **Next**;
7. Review instructions and Click **Next**;
8. **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**;
9. 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;
10. Counsel should update the address information on the Attorney Information Screen, if it is incorrect. (See instructions for Account Maintenance);
11. 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**;
12. Respond to inquiry regarding sealed documents. System defaults to No. Click **Next**;
13. A final confirmation screen will appear. Click **Next**;
14. The final text screen will appear. The text will be similar to this:

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

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

15. The **Notice of Electronic Filing** (NEF) will be displayed.