

GENERAL RULES

RULE 21 ATTORNEYS

21.1 RESOLUTION OF CONFLICTING TRIAL SETTINGS

An attorney becoming aware of conflicting trial settings among the divisions of the court shall within three (3) days of learning of the conflict advise the judges presiding over the divisions wherein the conflict occurs. The conflict shall be resolved by the judges.

21.2 ENTRIES OF APPEARANCE

(1) Attorneys retained in pending cases shall enter their appearance promptly after their employment. The signing of any pleading or document filed with the Court constitutes an entry of appearance.

(2) Practice by non-resident attorneys is governed by Supreme Court Rule 9.

(3) All attorneys who practice in this court shall be required to become registered users by completing the online registration form to request access to the electronic filing system maintained by the Office of State Courts Administrator pursuant to Court Operating Rule 27.

(4) All attorneys who practice in this court must comply with the Supreme Court Rules, Local Rules and Supreme Court Operating Rule 27 concerning electronic filing.

21.3 CONDUCT OF ATTORNEYS

[No local rule]

21.4 WITHDRAWAL OF ATTORNEYS

(1) Without Leave of Court.

(a) **Matter Completed.** An attorney may withdraw from a case when a matter is completed, upon filing a withdrawal memorandum demonstrating that there are no pending claims or issues in the matter and showing compliance with Section 3 of this Rule.

(2) With Leave of Court.

(a) **Matter Not Completed.** An attorney may withdraw from a case after filing a motion to withdraw showing compliance with Rule 4-1.16 and with Section 3 of this Rule. Withdrawal is not complete until such time as the court has granted leave to withdraw.

(b) **Termination of Limited Appearance.** An attorney who has filed an entry of limited appearance shall file a notice of termination of limited appearance when the attorney wishes to withdraw from the case. The notice shall demonstrate that the attorney has completed the duties set out in the entry of limited appearance and shall show compliance with Section 3 of this Rule. Withdrawal from the case is not complete until such time as the court has granted leave to withdraw.

(3) Notice

In addition to service on all others required to be served, notices to clients of withdrawal memoranda, motions to withdraw, and notices of termination of limited appearance shall include the client's last known address and shall be served on the client personally, or by first class mail, or by third party carrier at the party's last known address. When leave of court is required, the motion to withdraw or the notice of termination shall include notice to the client of the date of any trial setting and/or the next court date, if any.

21.5 FAILURE OF ATTORNEYS TO ANSWER DOCKET CALL

[No local rule]

21.6 APPOINTMENT OF ATTORNEYS

[No local rule]

21.7 AGREEMENT OF ATTORNEYS

Except as provided for extensions of time to plead in Family Court matters no private or prior stipulation or agreement between parties or attorneys in a pending case will be recognized unless made in writing and filed with the Clerk or made on the record in open court.

21.8 ADVICE TO CLIENT AND WITNESS OF COURTROOM PROCEDURE

(1) Each attorney shall advise his client and witnesses as to the formality of the court, including proper dress, and seek their cooperation therewith, thereby avoiding embarrassment.

(2) Each attorney shall advise his client not to discuss any phase of the case with the Court.

(3) When the “rule as to witnesses” is invoked by the Court, each attorney is charged with the duty of seeing that the witness complies with that rule.