

CHANGE OF LAW FIRM

Effective February 17, 2010, the following procedure shall be followed when an attorney changes law firms and some of the attorneys cases and proceedings move with the attorney to the new firm, while others remain with the former firm.

1. In each of the cases and proceedings that are moving with the attorney to his/her new firm, a substitution of attorney is required pursuant to Local Bankruptcy Rule 2017-1(h). *The substitution of attorney must be done before proceeding with Step 2.*
2. After substituting attorneys, the attorney changing firms must use the e-Filing **Change Your Address and/or Phone Number** utility to update his/her user accounts, to change his/her address in any cases and/or proceedings moving with them to the new firm, and to associate all his/her future filings with their new address. *Court records will not be updated by filing a "Change of Address."*

To make the address and phone number changes using the e-Filing **Change Your Address and/or Phone Number** utility, the attorney should select *Change my address in SPECIFIC cases and proceedings currently associated with my user account* under **Address Change Options for Previously Filed Documents** option.

A list of all cases and proceedings associated with his/her user account will appear. The attorney should check the boxes next to the cases moving with him/her to the new firm and click the **Save Address Change** button. The attorney's address will be changed and a docket entry containing his/her old and new addresses will be made in the cases and adversary proceedings selected by the attorney.

3. Notice of the change of address and phone number shall be served on all parties in each case and adversary proceeding moving with the attorney to the new firm. See Local Rule 2017-1(g). The notice of the change of address may be in the form of a pleading, letter, or the "Change of Address" form [\[EDC.002-085\]](#) available at the Clerk's Office and on the Forms and Publications page of the court website.
4. In each of the cases and proceedings that are not moving with the attorney to his/her new firm, a document entitled "Change in Designation of Counsel for Service" shall be filed with the Clerk and served on all parties by the moving attorney's former firm. The "Change in Designation of Counsel for Service" shall state the name, address and telephone number of new and old counsel for service, identify new counsel for service, and bear the signature of the new counsel for service. See Local Rule 2017-1(g)(1). A "Change in Designation of Counsel for Service" form [\[EDC.002-613\]](#) is available at the Clerk's Office and on the Forms and Publications page of the court website.