

IN THE CIRCUIT COURT, FOURTH
JUDICIAL CIRCUIT, IN AND FOR
CLAY COUNTY, FLORIDA

CASE NO.: 10-
DIVISION:

Plaintiff,

and

Defendant.
_____ /

ORDER GRANTING MOTION TO WITHDRAW

THIS CAUSE having come before the Court for hearing on _____ on Plaintiff's Motion to Withdraw as Counsel, filed on _____, 2025, and the Court having been otherwise advised in the premises, it is hereby,

ORDERED AND ADJUDGED as follows:

1. The Motion to Withdraw is **GRANTED**.
2. _____ shall be relieved from further representation of _____.
3. Within 30 days from the date of this Order, Plaintiff shall either:
 - a. Retain new counsel and have that counsel file a written appearance with the Clerk of the Court; or
 - b. File a written notice with the Clerk of the Court advising that Plaintiff will represent himself/herself. [Note: If the party is a corporation, trustee or a trust, personal representative of an estate, or otherwise named in a representative capacity, the party must retain counsel.]
4. Failure to comply with the preceding paragraph will create a presumption that

Plaintiff no longer wishes to participate in this lawsuit and the Court may sua sponte or on motion of opposing party impose sanctions against Plaintiff. Sanctions may include the imposition of fees and costs, striking of pleadings, entry of default, and dismissal of the case with prejudice.

5. In the interim, Plaintiff is required to comply with orders/notices requiring Plaintiff's appearance in court; OR

In the interim this cause shall be stayed until the time period set forth in paragraph 3 above expires.

6. Plaintiff may be served at the following address:

a. Mailing Address: _____.

b. Telephone Number: _____.

c. Email Address: _____.

d. Plaintiff's e-mail address in this order is the Plaintiff's designation of a primary e-mail address unless the Plaintiff designates a different primary e-mail address under rule 2.516(b)(1). Fla. R. Gen. Prac. & Jud. Admin. 2.505(f)(1).

7. During the time period set forth in paragraph 3 above, or in the event the Plaintiff elects to represent himself/herself by filing the written notice referenced in paragraph 3 above, Plaintiff is responsible for notifying the Clerk of the Court of any change in mailing address, or designated email address(es), within ten (10) days of the change. All further papers and pleadings shall be served by mail to Plaintiff's designated email address(es) or, if none, to Plaintiff's mailing address, pursuant to paragraph six above. Service shall be complete upon mailing or emailing. Plaintiff's failure to update the address(es) shall constitute a waiver of any defenses due to lack of notice.

8. **Counsel's Certificate of Service Required.** Counsel shall serve a copy of this order, together with a copy of the Case Management Order Setting Projected Trial Date and Case Management Deadlines, any Order Setting Trial and Pretrial, and any current Notices of Hearing to Plaintiff by United States Postal Service and email, and file a certificate of service confirming the same with the Clerk of the Court.

DONE AND ORDERED in Green Cove Springs, Clay County, Florida, on DDDD.

JJJJ

Copies to:

Plaintiff

Plaintiff's Counsel

Defendant's Counsel