

## WITHDRAWAL OF APPEARANCE – Revised 07/01/2018

### I. Withdrawal of Appearance For A Represented Party

**Note:** If an action is e-filable, all documents, including in-lieu-of (in place of) appearances and in addition to appearances, must be filed electronically in accordance with the [E-Services Procedures and Technical Standards](#).

- A. When an in place of appearance is filed ([Section 3-8 of the Connecticut Practice Book](#) and [Sec. 3-9 \(a\) of the Connecticut Practice Book](#)):
  1. The party or attorney filing the new appearance in place of the existing appearance must serve, in accordance with [Sections 10-12 through 10-17 of the Connecticut Practice Book](#), a copy of the appearance on any attorney or party whose appearance is to be replaced. ([Section 3-4 of the Connecticut Practice Book](#)).
  2. The original appearance shall be deemed to have been withdrawn upon the filing of the in place of appearance and appropriate entries shall be made in the court file. ([Sec. 3-9 \(a\) of the Connecticut Practice Book](#))
  3. The originally-appearing attorney or party can file an appearance for the limited purpose of filing an objection to the in place of appearance at any time.
- B. When an appearance is entered by other counsel ([Section 3-9 \(b\) of the Connecticut Practice Book](#)):
  1. An attorney may file an *application* for withdrawal, stating that an appearance has been entered and that the party is, at the time of the application, being represented by other counsel.
  2. The clerk of the court may grant the application if an appearance by other counsel has been entered.

**Note:** For information about the duration of appearances after judgment in family matters (dissolution of marriage or civil union, annulment or legal separation) please see [Section 3-9 \(c\) of the Connecticut Practice Book](#). For information about the durations of appearances in Juvenile matters, please see [Section 3-9 \(e\) of the Connecticut Practice Book](#).

### II. Withdrawal of a Limited Appearance ([Section 3-8 \(b\) of the Practice Book](#) and [Section 3-9 \(c\) of the Connecticut Practice Book](#))

**Note:** Both the Limited Appearance (JD-CL-121) and the Certificate of Completion of Limited Appearance (JD-CL-122) must be filed on paper, whether the action is e-filable or not. The forms are processed manually by the clerks.

When an attorney who represents a party or parties on a limited basis in accordance with [Section 3-8 \(b\) of the Practice Book](#) has completed his or her representation as set forth in the [Limited Appearance \(JD-CL-121\)](#):

1. The attorney must file a [Certificate of Completion of Limited Appearance \(JD-CL-122\)](#).
2. Copies of the form must be provided to the client and all other counsel of record or self-represented parties.

3. Upon filing of the Certificate of Completion of Limited Appearance, the attorney's obligation to represent the client is terminated. The client has no right to object.

**Note: The attorney does not have to file a Motion for Permission to Withdraw his or her appearance or obtain the court's permission to no longer participate in the proceeding.**

### III. Motion To Withdraw Appearance In Civil And Family Matters ([Section 3-10 of the Connecticut Practice Book](#))

**Note: If an action is e-filable, all documents must be filed electronically in accordance with the [E-Services Procedures and Technical Standards](#).**

A motion to withdraw appearance must include the following:

1. A statement of the reason for the withdrawal
2. A listing of the last-known address of any party the attorney seeks to withdraw his/her appearance for; and
3. A statement as to whether the case has been assigned for pretrial or trial, and if it has, the date assigned.

A notice must be attached to the motion to withdraw. This notice must advise the party:

1. That the attorney is filing a motion seeking the court's permission to no longer represent the party in the case;
2. The date and time the motion will be heard;

**Note: The clerk will provide you with the date and time for the hearing. The information must be included in the notice before the motion and notice are served on the party.**

3. That the party may appear in court on the stated date to address the court on the motion;
4. That, if the motion to withdraw is granted, the party should either obtain another attorney or file an appearance with the court on his or her own behalf;
5. That if the party does not obtain an attorney or file an appearance on his or her own behalf, the party will not receive notice of court proceedings in the case, and a nonsuit or default judgment may be rendered against the party; and
6. That the case either has not been assigned for pretrial or trial, or has been assigned for pretrial or trial, together with the assigned date of the pretrial or trial.

No motion to withdraw appearance will be granted unless the judicial authority is satisfied:

- that reasonable notice of the motion has been given to other attorneys of record, and
- (1) that the party represented by the attorney has been served with the motion and the notice or (2) that the attorney has made reasonable efforts to serve the party.

**Note: If the motion to withdraw is granted, the appearance shall be deemed to have been withdrawn. No separate withdrawal of appearance is required.**