

[CAPTION]

MOTION TO WITHDRAW AS COUNSEL

Comes now _____, attorney of record for _____ in this matter, and respectfully requests leave to withdraw under the provisions of Rule 4.3 of the Uniform Superior Court Rules of Georgia.

The undersigned has given (his) (her) client due written notice of this intention to withdraw prior to submitting this request to the Court, as shown by the attached notification certificate.

In accordance therewith, the undersigned certifies (Plaintiffs) (Defendants) _____ are further informed under the above Rule

- a. The _____ Court retains jurisdiction of this matter;
- b. (Plaintiffs) (Defendants) have the burden of keeping the Court informed of their current address for the service of notices, pleadings, or other papers;
- c. (Plaintiffs) (Defendants) have the obligation to prepare to go forward with their case or to hire other counsel to handle their case;
- d. If (Plaintiffs) (Defendants) fail or refuse to meet these obligations, they may suffer adverse consequences including the entry of judgment against them.
- e. (Plaintiffs) (Defendants) must file any objections to this Motion to Withdraw with this Court no later than ten days from the date of filing of this motion, _____.

Wherefore, the undersigned _____ respectfully requests that an Order be entered permitting (him) (her) to withdraw as attorney of record for _____.

This ____ day of _____, 20__.

(Name of Attorney)
Georgia Bar No. _____
Attorney for (Defendants) (Plaintiffs)
(Address)

[CAPTION]

ORDER PERMITTING WITHDRAWAL OF ATTORNEY

Counsel for the (Plaintiffs) (Defendants) having submitted its Motion to Withdraw as attorney of record for _____, and it appearing that all requirements of Rule 4.3 of the Uniform Superior Court Rules of Georgia have been satisfied, the Motion is hereby granted.

So ORDERED this ____ day of _____, 20__.

Judge, _____ Court of _____ County, Georgia

Prepared by:

(Name of Attorney)

Georgia Bar No. _____

(Address)

[CAPTION]

NOTIFICATION CERTIFICATE

The undersigned _____ hereby certifies as follows:

1. The undersigned intends to withdraw as attorney of record for _____.
2. The undersigned has complied with notification requirements of Rule 4.3 of the Uniform Superior Court Rules of Georgia by U.S. Mail to the client's last known address:
(Name and address of client).
The last known telephone number of the client is _____.

SO CERTIFIED this ____ day of _____, 20__.

(Name of Attorney)
Attorney for (Defendant) (Plaintiff)
Georgia Bar No. _____
(Address)