**Cause#**

|  |  |  |
| --- | --- | --- |
| **PLAINTIFF NAME** | **§****§** | **IN THE DISTRICT COURT**  |
|  | **§** |  |
| **VS.** | **§** | **HARRIS COUNTY, TEXAS** |
|  | **§** |  |
| **DEFENDANT NAME** | **§** | **189TH JUDICIAL DISTRICT** |

ORDER

Pending is **NAME OF MOTION TO WITHDRAW**. The motionis GRANTED. Attorney’s Name and Attorney’s Firm Name (“**Withdrawing Attorneys**”) are withdrawn as counsel and relieved of all obligations to represent Client Name (“**Client”)** in this matter.

**NOTICE TO CLIENT**

 This case has the following settings as of the date of this ORDER:

* x/x/xxxx – Trial

Subject to being called to trial starting on this date for two weeks.

* x/x/xxxx – [List all other settings]
* x/x/xxxx – [List all other deadlines imposed by hearing settings or SCHEDULING ORDER]

**Client** is encouraged to hire new counsel as soon as possible as self-represented parties often have a difficult time properly representing themselves. **Client** shall provide the court’s clerk with a current address, phone# and email as the clerk uses this information to send notices to parties. Failure to keep the court’s clerk advised of current address, phone# and email may result in **Client** not receiving important notices such as trial settings, notice of dismissal orders and other important documents from the court. Should **Client** file anything with the court’s clerk, **Client** shall also send a copy to opposing counsel at the time of filing.

**NOTICE TO WITHDRAWING ATTORNEYS**

**Withdrawing Attorneys** may retain their attorney expense lien if any but contingent attorney fee liens are hereby forfeited unless **Withdrawing Attorneys** file a petition in intervention within the next 30 days of this ORDER claiming a contingent attorney’s fee lien. Non-contingent attorney fees which have been earned based on hourly work done or otherwise earned are not forfeited.

**ORDER TO WITHDRAWING ATTORNEYS**

Unless already done, **Withdrawing Attorneys** within 30 days of this ORDER shall:

* Mail **Client** a copy of this ORDER.
* Advise **Client** in writing of **Withdrawing Attorneys’** intentions regarding attorney fee liens.
* Give **Client** a complete paper or electronic copy or original of **Client’s** file at no cost to **Client**.
* File with the court’s clerk the last known address, phone# and email of **Client**.
* Make a reasonable effort to confirm **Client** knows how to properly contact all opposing counsel and the court’s clerk.

 It is so ORDERED. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Judge Tamika “Tami” Craft

 189th Civil District Court

[Insert client’s name, last known address, phone# and email]