



Published on *United States Bankruptcy Court* (<http://www.canb.uscourts.gov>)

[Home](#) > What should we do when an attorney leaves the firm?

Answer:

When an attorney leaves a law firm the firm is required to notify the Court of the name and contact information for the attorney(s) taking over the departing attorney's active cases and adversary proceedings that are pending with the Court. This is done by filing a *Notice of Substitution of Attorney* in each active case and [adversary proceeding](#) and using the CM/ECF event *Substitution of Attorney* located under the Miscellaneous category in the Bankruptcy and Adversary menus.

If the attorney leaving the firm is retaining cases or adversary proceedings, the departing attorney must file a *Notice of Change of Address* in each case or adversary proceeding. For additional information please consult [Civil Local Rule 3-11](#).

If a list of active cases or adversary proceedings is required, please contact the IT Help Desk via email at helpdesk@canb.uscourts.gov.

FAQ Category:

CM/ECF and PACER

Source URL (modified on 11/06/2014 - 10:30am):

<http://www.canb.uscourts.gov/faq/cmecf-and-pacer/what-should-we-do-when-attorney-leaves-firm>