

### [Substitution of Attorney](#)

Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

- Click **Miscellaneous** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Substitution of Attorney**, click **Next**.
- Select the **Party**. If not listed, click [Add/Create New Party](#)

**Note:** If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

**Place** a check mark in the box to establish the association.

- Click **Next**.
- **Associate** the pdf file of the **Substitution of Attorney**.
- *Select the attorney or attorneys no longer associated with the case.*
- Click **Next**.
- Click **End attorney selection**.
- **Please enter the name (s) of the attorney (s) substituting into the case.**
- Click **Next**.
- Edit the docket text if necessary.

## **Substitution of Attorney**

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- Click **Next**.

- ***Review final docket text.***

- Click **Next**.

**Manual Chapter:** Miscellaneous

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