

## Orders to Show Cause to Withdraw as Counsel

1) The Order to Show Cause must contain the following decretal clause:

**“ORDERED, that Plaintiff/Defendant (name) \_\_\_\_\_  
must appear in court, in person on the date and at the place above indicated.”**

2) Please incorporate the following text into the body of the Order to Show Cause.

**NOTICE TO THE PLAINTIFF \_\_\_\_\_:**

**YOUR ATTORNEY DOES NOT WANT TO REPRESENT YOU, OR IS PRECLUDED FROM REPRESENTING YOU.**

**THE COURT WANTS TO PROTECT YOUR RIGHTS, AND TO GIVE YOU AN OPPORTUNITY TO RESPOND TO THE STATEMENT MADE BY YOUR ATTORNEY IN HIS/HER AFFIDAVIT WHICH IS ATTACHED TO THE ORDER TO SHOW CAUSE.**

**IN ORDER TO FULLY PROTECT YOUR RIGHTS YOU MUST APPEAR IN COURT ON \_\_\_\_\_. AT THAT TIME YOU MAY OBJECT OR CONSENT TO THE APPLICATION, AND YOU MAY PROVIDE ANY AND ALL INFORMATION WHICH YOU BELIEVE IS IMPORTANT REGARDING THIS APPLICATION.**

**IF YOUR ATTORNEY IS PERMITTED AND/OR OBLIGATED TO WITHDRAW FROM YOUR CASE, YOU WILL BE REQUIRED TO FIND A NEW ATTORNEY OR REPRESENT YOURSELF.**

**YOU MUST COMMUNICATE WITH THE COURT IN ORDER TO PROTECT YOUR RIGHTS. IF YOU CAN NOT APPEAR ON THE ABOVE DATE, YOU MAY WRITE TO THE COURT AND ADVISE THE COURT AS TO YOUR WISHES REGARDING THIS CASE, BEING CERTAIN THAT ANY MAIL ADDRESSED TO THE COURT IS RECEIVED ON OR BEFORE THE ABOVE DATE. IN THAT LETTER, PLEASE PROVIDE YOUR TELEPHONE CONTACT INFORMATION IN CASE IT IS NECESSARY FOR THE COURT TO CALL YOU. IF YOU DECIDE TO WRITE TO THE COURT, YOU SHOULD ADDRESS YOUR LETTER AS FOLLOWS:**

**Hon. Larry S. Schachner  
Supreme Court of the State of New York  
851 Grand Concourse  
Bronx, New York 10451**

**Sufficient cause appearing therefore, let service of a copy of the within Order, and all the papers upon which it is based, upon the plaintiff and upon defense counsel by regular and certified mail, return receipt requested, on or before the \_\_\_\_\_ day of \_\_\_\_\_, 2007, be deemed properly and timely served.**

**ENTER:**

\_\_\_\_\_  
**Larry S. Schachner, JSC**