

Dear Point and Click – October 2015

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Q: I am moving to a new law firm. What do I need to do to update my contact information with the Court? Additionally, if I no longer plan on practicing, or am retiring, do I still need to update my information with the Court?

A: It is important that you updated your contact information with the Florida Bar, the Middle District of Florida (District Court), the Bankruptcy Court for the Middle District of Florida (and any other Court in which you may file). This should be done even if you do not intend to practice law or practice before this Court any longer.

STEP 1: Run a Query to obtain a list of cases that are associated with your attorney record. To do so:

- Login to CM/ECF (or PACER if you do not remember your filing login information).
- Select Query from the Main Menu Bar. **Note:** You may be prompted to login again. If you are, login with your firm's PACER information.
- Enter your last name and first name in the appropriate fields.
- Click [Run Query].
- A list of cases displays for your reference.

STEP 2: Determine which cases will be moving with you to your new firm and which cases will be remaining with your previous firm. **You must include both open and closed cases in this list.** If cases are remaining with the previous firm, you must provide the name of the attorney who will be taking over representation in these cases. This new attorney should be admitted to practice before in the Middle District of Florida). Additionally, a representative from your former firm must sign off on the changes requested in the submission. This documentation should include both your signature and the signature of a representative from your former firm.

STEP 3: Complete the applicable “Attorney Change of Law Firm” form located under the Attorney link on the Court’s website, www.flmb.uscourts.gov. It is important to note that there are THREE different forms built into the Attorney Change of Law Firm form.

<http://pacer.flmb.uscourts.gov/cmecf/changelawfirm.asp> (for use if some cases are moving with you to your new firm and some are remaining with your former firm).

http://pacer.flmb.uscourts.gov/cmecf/changelawfirm_all.asp (for use if all cases are moving with you to your new firm).

http://pacer.flmb.uscourts.gov/cmecf/changelawfirm_none.asp (for use if all cases are remaining with your former firm).

Once the appropriate form has been submitted, with all necessary documentation, an entry will be placed on the docket in each open case associated with your user account reflecting, either, your new firm information or the name of the attorney replacing you in the case from your former firm. No notation is made in closed cases. Once the process has been completed, an email confirming the changes will be sent to all parties.