

## Submitting a Change of Law Firm [Electronic Filer]

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**Docketing Event**

N/A

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**Negative Notice:** N/A

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**Accompanying Orders:** N/A

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**Code and Rule References:**

N/A

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**Fee:** N/A

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**Applicable Chapters:** All

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**Implemented:** 4/30/2019

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**Last Revision:** 4/30/2019 10:08:38 AM

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### Description

Attorneys must maintain current contact information with the Court. The Court automated the process of updating account information when it created three on-line Change of Law Firm forms.

Each form is identified below.

**Use this form if all cases are moving with the attorney to a new firm:**

[http://pacer.flmb.uscourts.gov/cmecf/changelawfirm\\_all.asp](http://pacer.flmb.uscourts.gov/cmecf/changelawfirm_all.asp)

**Use this form if all cases are remaining with the attorney's former firm:**

[http://pacer.flmb.uscourts.gov/cmecf/changelawfirm\\_none.asp](http://pacer.flmb.uscourts.gov/cmecf/changelawfirm_none.asp)

**Use this form if some cases are moving with the attorney to a new firm and some cases are remaining with the attorney's former firm:**

<http://pacer.flmb.uscourts.gov/cmecf/changelawfirm.asp>

Every case (both open and closed) associated with the attorney changing law firms must be addressed in the documentation attached to the on-line submission. An attorney from the firm you are leaving must be named to take over representation in any cases not moving to the new firm. Additionally, a representative from your former firm must sign off on any changes requested in the submission.

To obtain a list of cases associated with your attorney record:

- Login to CM/ECF as if filing a document;
- Select "Query" from the Main Menu Bar;
  - ❖ **Note:** You may be prompted to login again. Login with your PACER login and password.
- Enter your last name and first name in the appropriate fields;
- Select Attorney from the "Type" menu;
- Click "Run Query"; and
- A list of cases will display.

In the three situations identified above, you do not have to file individual Motions or Notices in cases pending in this District. Once the notification of Change of Law Firm is received, the Clerk's Office processes the changes and makes entries on the docket in each open case. The docket entry will indicate that either one attorney has been substituted for another or that the attorney has moved to a new law firm.