

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF NEW YORK**

Procedure for Substitution of Attorney or Law Firms:

This procedure is to be used if there is a change in attorney or law firms. This includes (1) substituting one attorney for another in the same law firm as the lead attorney, (2) a transfer to the same lead attorney at a new law firm, and (3) a transfer of one attorney to another attorney in different law firms.

1. A “Consent to Substitute Attorney” must be completed and signed by the withdrawing attorney (individually and on behalf of the law firm), the successor attorney (individually and on behalf of the law firm), and the affected client. Parties are required to use the writeable form available on the Court’s website. NOTE: If there is a transfer from the same lead attorney to a new law firm, the form must be signed by an authorized attorney of the withdrawing firm.
2. A fully executed Consent to Substitute Attorney must be prepared and docketed in each case for which the attorney is being substituted. To generate a complete list of cases in which you are involved, login to the ECF System (<https://ecf.nywb.uscourts.gov>), click on “Query”, and enter your last and first name.
3. The Court’s records will not be updated unless and until the Consent to Substitute Attorney is completed and docketed in each case. Consequently, the attorney who is withdrawing from the case will remain as the attorney of record, and will continue to receive notices, in electronic or other format, from the Court until the necessary form has been filed. Docket the Consent form under *Bankruptcy > Other > Attorney Substitution* for bankruptcy cases or *Adversary > Adversary Misc. > Attorney Substitution* for adversary proceedings.
4. Successor attorneys must also file with the Court a Statement of Compensation pursuant to Bankruptcy Rule 2016 and Local Rule 2091-1(B) within fourteen (14) days of the Consent to Substitute Attorney.
5. The Clerk’s Office may request further information regarding the substitution form before being able to update the court’s records.

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WESTERN DISTRICT OF NEW YORK

In Re:

Case No.:

Chapter:

Debtor(s)

CONSENT TO SUBSTITUTE ATTORNEY

The undersigned do hereby consent and agree that _____ Esq., of
(*Law Firm*) _____, lead attorney of record
for _____ be changed, and that _____, Esq.,
of (*Law Firm*) _____ be substituted in the place
and stead of _____, Esq., of (*Law Firm*) _____
as lead attorney of record in the above-captioned matter.

The address, telephone number, and e-mail address of successor attorney:

Your signature, individually or on behalf of your law firm, acknowledges your intent to substitute attorney
and to authorize the Court to take any steps necessary to effectuate this change.

Dated: _____

[Signature of Withdrawing attorney]

[Print Attorney Name and Law Firm]

Dated: _____

[Signature of Successor attorney]

[Print Attorney Name and Law Firm]

Dated: _____

[Signature of party]

[Print Name of Party]

Dated: _____

[Signature of party]

[Print Name of Party]