

INSTRUCTIONS FOR REMOVAL OF ATTORNEY REPRESENTATION

To remove consent/representation **the attorney** must follow the steps below.

- Log into NYSCEF <https://iapps.courts.state.ny.us/nyscef/Login>

Once Logged in click [Remove Consent](#) which is located under the **Cases** icon. This will bring you to a page where you will be asked to select the reason for the withdrawal.

STEP 1: Reason for Withdrawal of Consent/Representation

You will find three options where you must choose the reason for removal.

> If you choose the first or second option, a *consent to change attorney*, or an *order of the court removing the attorney* must already be e-filed in the case. If the required document has not yet been e-filed in the case, you (or the Court in the case of an Order) must e-file the required document before you can proceed to remove your representation.

> If choosing the third option, you will be permitted to remove your consent only if there is another attorney recorded as representing that party in NYSCEF. If not, you will not be permitted to remove your representation. You should notify any incoming attorney that they must record their representation.

After you have selected the reason for removal scroll down to **STEP 2**

STEP 2: Select the matter to remove your consent/representation

At this step you will need to choose the case in which you want to remove your consent/representation from. Note at this time you cannot enter an index number to search, but instead you will be presented with a list of all your cases in which you are representing a party. You can narrow that list by Court, case type and Sort by various options. Once you see the case you wish to remove yourself from Click **“Remove”**

[09-1002](#)

test test v. test test

Appellate Division - 1st Dept

Child Custody/Visitation

Test Test

Remove

After you click remove a message will be displayed on the screen either confirming that you have been removed from the case you selected OR stating why the removal was unsuccessful and how you can correct it. If the removal was successful, all other participating parties or attorneys in the case will receive an email notification via NYSCEF stating that your representation has been removed from parties in the case that you indicated.

IMPORTANT: Please note that if you were successful in removing your representation – your representation will have been removed from **ALL** parties in the case you selected. If you still represent a party in that case, you must go back to the NYSCEF home page, select the court, and choose the [Consent/Represent](#) link located under the *Existing Cases* heading to re-record your representation for any particular party that you still represent.

To remove yourself from another case, repeat the steps above.