



Superior Court of California County of Orange

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Attorney Services:

Subject: SUBSTITUTION OF ATTORNEY FORMS

We are once again asking for your assistance in passing on information to your clients. The clerk's office processes a number of Substitution of Attorney forms weekly. We all agree that rejected documents are not only frustrating, but expensive for law offices as well as the clerk's office.

After asking staff to do a survey for the reason for rejecting this form, we find that often, information about the parties is incomplete. This is probably due to the design of the form.

On the back side of this memo, you will see some specific information about how to get this form filed successfully in Orange County. Basically, law firms check the box for plaintiff or defendant correctly. The problem arises when they also represent a cross-complainant or cross-defendant but don't include that information on the form. We hope your clients will find this information helpful.

As always, if you have any suggestions, recommendations, or questions, please feel free to contact me. With better communication, I believe we can make improvements that are important to all of us.

Handwritten signature of S. R. Rudich in black ink.

S. R. Rudich,
Manager, Civil Operations
Unlimited Civil

Handwritten signature of Virginia Davidow in black ink.

Virginia Davidow
Manager, Civil Operations
Limited Civil

(Copy of Substitution form on reverse side)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address):	TELEPHONE NO.:	FOR COURT USE ONLY
ATTORNEY FOR (Name):		
NAME OF COURT:		
STREET ADDRESS:		
MAILING ADDRESS:		CASE NUMBER:
CITY AND ZIP CODE:		
BRANCH NAME:		
CASE NAME:		
SUBSTITUTION OF ATTORNEY—CIVIL (Without Court Order)		

THE COURT AND ALL PARTIES ARE NOTIFIED THAT (name): _____ makes the following substitution:

1. Former legal representative Party represented self Attorney (name): **LAW FIRM**

2. New legal representative Party is representing self* Attorney

a. Name:

b. State Bar No. (if applicable):

c. Address (number, street, city, ZIP, and law firm name, if applicable):

d. Telephone No. (include area code):

3. The party making this substitution is a plaintiff defendant petitioner respondent other (specify):

CROSS COMPLAINANT/DEFENDANT???

Reminder: If an attorney represents both the plaintiff and the cross-defendant, but only the box for plaintiff is checked, staff **CANNOT** make the assumption that the cross-defendant is also substituting the attorney. The same is true if one attorney represents both a defendant and a cross-defendant. This becomes a frustrating problem later on when a cross-complainant tries to file a dismissal, but staff checks the computer, which shows a different attorney of record.

A worse scenario could exist when the proof of service on an important pleading or motion is inconsistent with the court's records. (The proof of service could be technically deficient or the attorney presenting the motion might not be of record.)