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LOCAL RULE CV-11 Signing of Pleadings, Motions, and Other Documents

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Civil Rule

11

(a) Lead Attorney.

(1) **Designation.** On the first appearance through counsel, each party shall designate a lead attorney on the pleadings or otherwise.

(2) **Responsibility.** The lead attorney is responsible in that action for the party. That individual attorney shall attend all court proceedings or send a fully informed attorney with authority to bind the client.

(b) **Signing the Pleadings.** Every document filed must be signed by the lead attorney or by an attorney of record who has the permission of the lead attorney. Requests for postponement of the trial shall also be signed by the party making the request.

(1) **Required Information.** Under the signature, the following information shall appear:

- (A) attorney's individual name;
- (B) state bar number;
- (C) office address, including zip code;
- (D) telephone and facsimile numbers; and
- (E) e-mail address.

(c) **Withdrawal of Counsel.** Attorneys may withdraw from a case only by motion and order under conditions imposed by the court. If the client consents to a motion to withdraw or substitute counsel, the motion should so state. When an Assistant United States Attorney enters an appearance in a case, another Assistant United States Attorney may replace the attorney by filing a notice of substitution that identifies the attorney being replaced. Unless the presiding judge otherwise directs, the notice effects the withdrawal of the attorney being replaced. Change of counsel will not be cause for delay.

(d) **Change of Address.** Notices will be sent only to an e-mail and/or mailing address on file. A *pro se* litigant must provide the court with a physical address (i.e., a post office box is not acceptable) and is responsible for keeping the clerk advised in writing of his or her current physical address. *Pro se* litigants must also advise the court of the case numbers of all pending cases in which they are participants in this district.

(e) **Request for Termination of Electronic Notice.** If an attorney no longer desires to receive electronic notification of filings in a particular case due to settlement or dismissal of his or her client, the attorney may file

a request for termination of electronic notice.

(f) **Sanctions Concerning Vexatious *Pro Se* Litigants.** The court may make orders as are appropriate to control the conduct of a vexatious *pro se* litigant. *See* Local Rule CV-65.1(b).

(g) **Use of Technology by *Pro Se* Litigants.** Litigants remain responsible for the accuracy and quality of legal documents produced with the assistance of technology (e.g., ChatGPT, Google Bard, Bing AI Chat, or generative artificial intelligence services). Litigants are cautioned that certain technologies may produce factually or legally inaccurate content. If a litigant chooses to employ technology, the litigant continues to be bound by the requirements of Fed. R. Civ. P. 11 and must review and verify any computer-generated content to ensure that it complies with all such standards. *See also* Local Rule AT-3(m).

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