

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA

IN RE:

NO. 08-00007

**AMENDMENT OF MONTGOMERY COUNTY LOCAL RULE OF CIVIL  
PROCEDURE 1012\* - ENTRY AND WITHDRAWAL OF APPEARANCE**

ORDER

AND NOW, this 7 day of October, 2008, the Court amends Montgomery County Local Rule of Civil Procedure 1012\* - Entry and Withdrawal of Appearance. This amended Rule shall become effective thirty days after publication in the *Pennsylvania Bulletin*.

The Court Administrator is directed to publish this Order once in the Montgomery County Law Reporter and in The Legal Intelligencer. In further conformity with Pa.R.C.P. 239, seven (7) certified copies of the within Order shall be filed by the Court Administrator with the Administrative Office of Pennsylvania Courts. Two (2) certified copies shall be distributed to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*. One (1) certified copy shall be filed with the Civil Procedural Rules Committee. One (1) copy shall be filed with the Prothonotary, one (1) copy with the Clerk of Courts, and (1) copy with the Court Administrator of Montgomery County, one (1) copy with the Law Library of Montgomery County and one (1) copy with each Judge of this Court.

BY THE COURT:

RICHARD J. HODGSON, P.J.

**NOTE:**        Bracketed material is deleted  
                  Underscored material is added

**Rule 1012\*. Entry and Withdrawal of Appearance.**

- (a) Every initial pleading or legal paper filed with the Prothonotary or the Domestic Relations Office by an attorney [shall] should be accompanied by a written entry of appearance. This written appearance will facilitate proper notification being given to all counsel of record of pending matters listed by the Court Administrator. In the event an initial pleading or legal paper, including an initial responsive pleading or legal paper, filed by an attorney is not accompanied by a written entry of appearance, the Prothonotary or the Domestic Relations Office shall enter the name of said attorney as counsel of record for the party on whose behalf the pleading or legal paper is being filed. [In like manner, a] A written withdrawal of appearance shall be required when counsel is removing himself or herself from an action.
- (b) No attorney shall represent the interest of a party to any civil action in the Court or before a Domestic Relations Hearing Officer, or special Master or Conciliator appointed by the Court unless or until the attorney files a written entry of appearance, or until said attorney's name appears of record on the docket per section (a) above.
- (c) Whenever any attorney changes his or her address, it shall be the duty of said attorney to notify immediately the Court Administrator of Montgomery County in writing of such change.

[Court Administrator's note: rescinded]