

adm 41

IN THE COURT OF COMMON PLEAS OF MONROE COUNTY
FORTY-THIRD JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA

IN RE: ENTRY/WITHDRAWAL OF LIMITED APPEARANCE
PURSUANT TO MONROE COUNTY BAR
ASSOCIATION PRO BONO PROGRAM

No. 5 Civil 2014

ADMINISTRATIVE ORDER

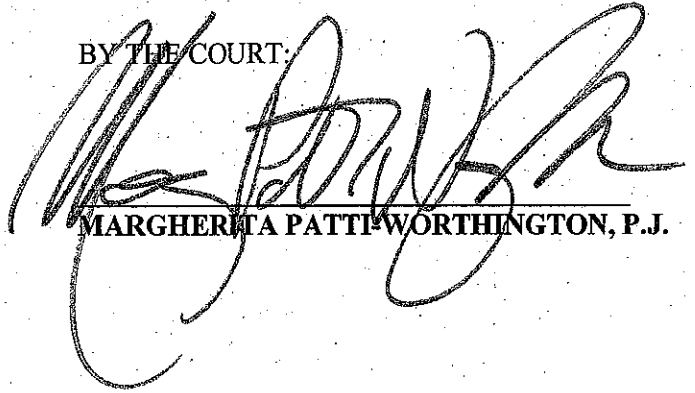
AND NOW, this 19th day of May, 2014, it is hereby ORDERED AND DECREED that:

1. A volunteer attorney who has agreed to represent individuals assigned to him or her by the Pro Bono Program of the Monroe County Bar Association and North Penn Legal Services shall be permitted to withdraw his or her appearance upon certification that he or she has completed all duties and responsibilities incident to the Entry of Limited Appearance filed of record and that such withdrawal will not hinder the progress of the matter before the Court.
2. Each assigned attorney shall enter his or her appearance on a Court approved Praeceptum for Entry of Limited Appearance to be provided by the program that shall set forth with specificity those duties to be completed.
3. Upon certification that all duties have been completed and the client has been notified, counsel shall be permitted to withdraw his or her appearance by the filing of a Court approved Withdrawal of Limited Appearance to be provided by the program. In matters subject to Pa.R.C.P. 1930.8, counsel shall have the party file his or her Entry of Appearance as a Self-represented Party only after completing and filing this certification. Counsel shall provide the Praeceptum for Withdrawal of Limited Appearance and the Entry of Appearance as a Self-represented Party to the client.
4. All Withdrawals of Appearance shall state a mailing address, email address and telephone number where the formerly represented party agrees to be reached for future notification purposes.
5. The Office of the Prothonotary shall accept for filing counsel's Withdrawal of Limited Appearance that references this Order and shall note counsel's withdrawal on the docket. This Order shall constitute the authority of the Prothonotary to accept a Withdrawal of Appearance without Court order only in those cases certified by counsel as Pro Bono referrals in his or her initial Entry of Limited Appearance.
6. Limited entries of appearance authorized by this Order shall be permitted only in matters referred by the Pro Bono Program of the Monroe County Bar Association and North Penn Legal Services, and limited to the following areas of law: child custody, landlord and tenant, expungement, mortgage foreclosure diversion, and driver's license appeals. Furthermore, the limited entry of appearance is only authorized for the specific lawyer receiving such referral.
7. Compliance with this Order shall constitute leave of Court to withdraw as required by Pa.R.C.P. 1012(b)(1) and Monroe Co. R.C.P. 1012(2). Where an attorney represents parties pursuant to the Pro Bono Program, the withdrawal of that attorney's appearance in compliance with this Order does

not require a Rule to Show Cause. Nothing in this Order will affect how an attorney might otherwise withdraw his or her appearance pursuant to Pa.R.C.P. 1012(b)(2).

The Court Administrator will arrange to have this order published on the Monroe County Court of Common Pleas website at www.monroepacourts.us and the Monroe County Bar Association website at www.monroebar.org. Copies shall be kept continuously available for public inspection in the Office of the Monroe County Prothonotary, the Office of the Court Administrator, and the Monroe County Law Library.

BY THE COURT:



MARGHERITA PATTI WORTHINGTON, P.J.

PROTHONOTARY
2014 MAY 19 PM 2 48
MONROE COUNTY, PA