



### **New Event: Attorney Notice of Termination (Criminal Only)**

For criminal cases in which counsel no longer wish to receive electronic notifications; may also be used for departing Assistant US Attorneys.

**\*\*This event is only to be utilized after the disposition of any original counts or subsequent violations and should not be used in place of a Motion to Withdraw or Notice of Substitution of Counsel while the case is still pending.**

#### **Steps for E-Filing:**

1. Select **Attorney Notice of Termination** using the Criminal Events > Other Filings > Other Documents filing options.

**Note:** You will not need to upload a document.

2. Choose the filer (party you are representing) and select your name from the picklist as the attorney no longer associated with the case.
3. Your final docket text should read: Attorney Notice of Termination as to Defendant. Attorney Jane Doe terminated.

**Note:** You should now show as *TERMINATED* on the docket as of the date of filing of your notice and will no longer receive Notices of Electronic Filing on behalf of the Defendant/USA.