FILED
U.S. DISTRICT COURT
EASTERN DISTRICT OF TEXAS
MAY 14 1996
DAVID J. MALAND, CLERK
BY DEPUTY

GENERAL ORDER NO. 96-8

IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF TEXAS

GENERAL ORDER ADOPTING LOCAL RULE 2A
REGARDING ATTORNEYS-IN-CHARGE

It is hereby ORDERED that the following Local Rule 2A, having been approved by the judges of the court, is adopted for immediate implementation:

RULE 2A

ATTORNEY-IN-CHARGE

(a) **Designation.** On first appearance through counsel, each party shall designate an attorney-in-charge. Signing the pleadings effects designation.

(b) **Responsibility.** The attorney-in-charge 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.

(c) **Signing the Pleadings.** Every document filed must be signed by or by permission of the attorney-in-charge.

(1) *Required Information.* Under the signature shall appear the

(A) attorney's individual name;

(B) designation "attorney-in-charge";

(C) state bar number;

(D) office address including zip code; and

(E) telephone number with area code.

(2) *Allowed Information.* The name of the law firm and name(s) of associate counsel may appear with the designation "of counsel."

(d) **Withdrawal of Counsel.** Although no delay will be countenanced because of a change in counsel, withdrawal of the attorney-in-charge may be effected

by motion and order, under conditions imposed by the Court.

(e) **Notices.** All communications about an action will be sent to the attorney-in-charge, who is responsible for notifying associate counsel.

(f) **Change of Address.** Notices will be sent only to the address on file. A lawyer or pro se litigant is responsible for keeping the Clerk advised in writing of the current address. Counsel of record and pro se litigants must include in this advisement of change of address the case numbers of all pending cases in which they are participants in this district.

Signed this 10th day of May, 1996.

FOR THE COURT:

Richard A. Schell

RICHARD A. SCHELL
Chief Judge