IN THE CIRCUIT COURT OF [*county*] COUNTY, WEST VIRGINIA

STATE OF WEST VIRGINIA,

v. [*case number*]

Hon. [*name*]

[*name-all caps*],

 Defendant.

**MOTION TO WITHDRAW FROM REPRESENTATION**

On this date came [*counsel’s name*], Counsel for the Defendant herein, and pursuant to W. Va. T. C. R. 4.03(b) does hereby move the Honorable Court to permit Counsel to withdraw from further representation in the captioned matter.

In support of said Motion, Counsel asserts the following:

1. That the attorney wishes to withdraw because [*state reason for withdrawal*];
2. That this court retains jurisdiction;
3. That the client has the burden of keeping the court informed where notice, pleadings, or other papers may be served;
4. That the client has the obligation of preparing for trial or hiring other counsel to prepare for trial when the trial date has been set;
5. That if the client fails or refuses to meet these burdens, the client may suffer possible penalties;
6. That the dates of any proceedings, including trial, and the holding of any such proceedings will not be affected by the withdrawal of counsel;
7. That service of process may be made upon the client at the client's last known address; and
8. That the Defendant, [*name*], [*does, does not*] object to the withdrawal.

Therefore, Counsel for the Defendant requests that a hearing be held on this Motion and that the Court grant the relief sought herein.

Dated the \_\_\_ day of [*month, year*].

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[*counsel name*] [*bar number*]

[*address*]

[*phone number*]

[*email address*]

Counsel for Defendant