

## **Motion To Withdraw Counsel – (Client’s Signature and/or 10-Day Letter)**

### **10-Day Letter Sent To Client(s)**

Per the rules, you will need to send a **10-day letter to your client** advising they have 10 days from the date of the letter to file an objection with the Court. **Please send letter regular mail and CERT. MAIL RET. RECPT. (CMRRR).** That is according TRCP and Dallas County Local Rules.

### **Example:**

Enclosed please find a copy of the Motion to Withdraw as Counsel of Records. This Motion will be presented to the Court on or after 10 days from the date this Letter was mailed. Any objection to the withdrawal of myself should be made in writing to the Court before such time. The Court information is as follows:

**Hon. Sally Montgomery,  
County Court At Law No. 3  
George L. Allen, Sr. Courts Building  
600 Commerce Street, 5<sup>TH</sup> Floor West Tower  
Dallas, Texas 75202**

If you agree with our Motion to Withdraw and proposed order, we would ask that you Sign name, and also sign copies of this letter acknowledging you have received this letter and the Motion to Withdraw, and that you are consenting to this Motion.

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As of March 1, ‘2025, all hearings will be managed through **County Court At Law No. 3, Court Coordinator, Leslie Richardson**

**Court will be available to schedule your hearing(s) via phone on the following days:**

**Every Wednesday - from 1:00 pm. Through 3:30 pm**  
**All day every Thursday – 9:00 thru 3:00 p.m.**  
**Every Friday - between 9:00am through Noon**

**Emergency Hearings are scheduled everyday between 9:00 a.m. thru 4:00 pm. (via phone and/or email:**

**[Leslie.Richardson@dallascounty.org](mailto:Leslie.Richardson@dallascounty.org)**      **Phone: 214-653-6394**

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**Court’s Motion Hearing Days are as follows:**

***Every Other Monday, starting March 24, ‘2025 (Monday afterwards are set aside for “Non-Jury Trials”***

***Every Thursday, between 9 thru Noon and; 1:30 thru 3:30***  
***Every Friday between 9 and Noon***

**Please have your designated date/time prior to contacting Court**