

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA

FILED

MAR 23 2022

Clerk, U.S. District & Bankruptcy  
Courts for the District of Columbia

Voting: Chief Judge Howell, Judges Kollar-Kotelly, Boasberg, A.B. Jackson, Contreras, Cooper, Chutkan, Moss, Mehta, Kelly, McFadden, Friedrich, Nichols, Pan, Cobb, Hogan, Lamberth, Friedman, Walton, Bates, Leon, and Sullivan.

ORDER

It is the 23<sup>rd</sup> of March 2022 ordered that effective immediately, the underlisted sections of the Local Rules are amended as follows, with the Clerk of Court being authorized to make technical and conforming changes as necessary.

[New language is under-lined, old language is stricken]

LCvR 5.1(c)(1)

**Names and Addresses of Parties and Attorneys**

The first filing by or on behalf of a party shall have in the caption the name and full residence address of the party. If the party does not wish its address to appear on the public docket, it shall omit the address and simultaneously file a motion to file under seal a notice containing its full address, which notice shall be available only to the Court and the opposing party. If the party is appearing *pro se*, the caption shall also include the party's telephone number, unless the *pro se* party wishes to include that in its sealed filing. Those filing *pro se in forma pauperis* must provide in the caption the name and full residence address or official address of each **party defendant**. Failure to provide the address information within 30 days of filing may result in the dismissal of the case against the defendant. All documents signed by an attorney shall contain the name, address, telephone number, and D.C. Bar identification number of the attorney if the attorney is a member of the D.C. Bar. All attorneys listed on any document who are members of the D.C. Bar must include their D.C. Bar identification numbers regardless of whether they sign the document. Notice of a change in address or telephone number of an attorney or a party not represented by an attorney must be filed within 14 days of the change. Unless changed by notice filed with the Clerk, the address and telephone number of a party or an attorney noted on the first filing shall be conclusively taken as the last known address and telephone number of the party or attorney.

LCvR 11.1

**Names and Address of Parties and Attorneys**

Delete Local Rule 11.1 as duplicative.

**LCvR 7(k)**

**Names of Persons to be Served with Proposed Orders, Judgments and Stipulations**

Each proposed order, judgment and stipulation shall have appended to it or endorsed upon it a list of the names and addresses of all attorneys entitled to be notified of its entry. If a party is not represented by an attorney, the name and address of the party shall be included, unless such address does not appear on the public docket.

**LCvR 40.7(f)/LCrR 57.14(f)**

**Duties of the Chief Judge**

In addition to the trial of such cases as he or she may undertake and other duties provided these Rules, the Chief Judge shall:

....


(f) hear and determine the following motions in any case not already assigned: motion to seal the complaint, ~~motion to seal the address of the plaintiff~~, and motion to file a pseudonymous complaint.

**LCvR 83.6(c)**

**Withdrawal of Appearance by Notice**

If a trial date has been set, or if a party's written consent is not obtained, or if the party is not represented by another attorney, an attorney may withdraw an appearance for a party only by order of the Court upon motion by the attorney served upon all parties to the case. Unless the party is represented by another attorney or the motion is made in open court in the party's presence, a motion to withdraw an appearance shall be accompanied by a certificate of service listing the party's last known address, unless such address does not appear on the public docket, and stating that the attorney has served upon the party a copy of the motion and a notice advising the party to obtain other counsel, or, if the party intends to conduct the case pro se or to object to the withdrawal, to so notify the Clerk in writing within seven days of service of the motion.

FOR THE COURT:



Beryl A. Howell  
Chief Judge