

IN THE IOWA DISTRICT COURT  
IN AND FOR THE EIGHTH JUDICIAL DISTRICT

ADMINISTRATIVE ORDER  
SUPPLEMENTING DISTRICT RULE 12  
CONCERNING PROCEDURE FOR  
WITHDRAWAL OF APPEARANCE BY  
COUNSEL TO ALLOW CLERK TO DE-  
INDEX ATTORNEYS THROUGH EDMS

Administrative Order No. 2015-6

Since the 8<sup>th</sup> Judicial District Rules were adopted, the Electronic Document Management System (EDMS) has been implemented in the Eighth Judicial District. As a result the procedure for the withdrawal of the appearance of counsel as set forth in District Rule 12 needs the following temporary modification to facilitate attorneys being de-indexed from a case because of the EDMS processes.

IT IS THEREFORE ORDERED AS FOLLOWS:

A motion to withdraw filed by an attorney after final disposition of a case will not require court approval to be acted upon by the clerk. The clerk will de-index an attorney from a case upon the filing of a withdrawal by the attorney, if the withdrawal is filed after the entry of an order that disposes of the pending proceeding.

Any motion to withdraw filed prior to entry of an order disposing of a case will still need to comply with the provisions of District Rule 12 before the clerk will be authorized to de-index the attorney from the case and before the attorney will be considered to have withdrawn from the case.

The clerks of the Eighth Judicial District shall disseminate this order to all members of the bar in each of their counties.

Dated this 9<sup>th</sup> day of June, 2015.



Mary Ann Brown  
Chief Judge, Eighth Judicial District

Original filed with Eighth Judicial District Court Administrator's Office who will distribute copies to:  
All Judicial Officers in the Eighth Judicial District  
Clerks of each county in the Eighth Judicial District