

THE BRIEF

March 2023

An electronic update for the legal community providing a brief look at news in Eau Claire County Courts

How to Properly Withdraw from a Case

It is very important that attorneys properly e-file their withdrawal documents to assure access to the signed document once withdrawn. The e-filing site has helpful instructions for this process as follows:



Chippewa	2018CV000257 View documents View parties	April August vs. Candy Crawford	Open 08-23-2018	Daniel Johann Hoff	File another document File amended complaint Withdraw from case
Chippewa	2018CV000276 View documents View parties	Apple Insurance Agency et al vs. Roger Racine	Open 09-05-2018	Daniel Johann Hoff	File another document File amended complaint Withdraw from case
Chippewa	2018CV000277 View documents View parties	Jerry Jackson vs. Charles Crawford	Open 09-05-2018	Daniel Johann Hoff	File another document File amended complaint Withdraw from case

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Select the party from whom you are withdrawing representation in the **Party** dropdown menu.

Select the **[Upload documents]** button to browse for and upload your **Motion and Order to Withdraw as Counsel**. To ensure access to the signed order after it is processed, combine the motion and order into one document when filing. You can submit the document in Microsoft Word (.docx) or Adobe PDF (.pdf) format. Review the bulleted list to ensure your documents are properly formatted. Select the **[Remove]** link if you wish to remove an uploaded document.

Note: When the clerk of circuit court processes a *Motion and Order for Withdrawal of Counsel*, all eNotice parties on the case are notified of the new order. Using the link in the email notification, you have 30 calendar days to view and print this document for your records.

Court Appointed Attorney Information

When the Court signs an Order granting a Petition for Appointment of an Attorney in a criminal matter, the order contains detailed information about repayment to the Clerk of Court. Based upon the information in the Order, a payment plan is established requiring monthly payments. These monthly payments must continue until the final attorney invoice has been repaid in full. If a defendant defaults on their payment plan, their balance due will be sent to collections. Questions regarding payment plans should be directed to the Fiscal Supervisor in the Clerk of Court Office.

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The Brief. Published monthly. To submit topics or questions: EauClaire.Info@wicourts.gov