STATE OF SOUTH CAROLINA)	
COUNTY OF LEXINGTON)	IN THE COURT OF COMMON PLEAS OF THE
)	ELEVENTH JUDICIAL CIRCUIT
)	CASE NO.
PLAINTIFF,)	
vs.))	ORDER TO BE RELIEVED AS COUNSEL
DEFENDANTS.)))	

_____, Esquire, seeks an Order of this Court, relieving her/him as counsel for Defendant, _____,

through notice that her/his services were no longer needed.

THEREFORE, IT IS ORDERED that:

1. _____is relieved as counsel of record for ______.

- 2. The Court takes this opportunity to warn party that this Court requires pro se parties to fully comply with all applicable rules. Party is certain to be unlearned in other aspects of the law as well. Representation by an attorney trained in the law would be highly beneficial, and Court strongly encourages party to obtain new attorney representation.
- 3. Defendant may obtain new counsel within forty-five (45) days of service of this order. The new counsel will send the Lexington County Clerk of Court, the Lexington County Master-In-Equity and opposing counsel counsel's contact information immediately.
- 4. If Defendant does not obtain new counsel within forty-five (45) days of service of this order, he will have to proceed in this matter *pro se*, unless the Defendant is a corporation. A corporation must be represented by a lawyer. The Court informs Defendant, if he elects to represent himself and proceed without legal counsel, he will be held to the same standards as an attorney and will be required to follow the same rules as attorneys. A party has a duty to monitor the progress of his case and will not be held to any lesser standard than is applied to an attorney. *Goodson v. American Bankers Insurance Company of Florida*, 295 S.C. 400, 368 S.E.2d 687 (Ct. App. 1988); *Hill v. Dotts*, 345 S.C. 304, 547 S.E.2d 894 (Ct. App. 2001). If electing to proceed without an attorney, Defendant will further be required to follow Rule 3.5 of the South Carolina Rules of Professional Conduct, listed in Rule 407 of the South Carolina Appellate Court Rules. This rule specifically requires all parties to refrain from any *ex parte* communications, which are communications outside the presence or knowledge of opposing counsel. Defendant will be required to serve all motions, pleadings or other communications on each party to the case, all attorneys involved, and the Court.
- 5. All parties are to keep the Clerk of Court and the Master-In-Equity Court informed of any changes in contact information while this action is pending.
- 6. A copy of this order and all future pleadings and notices shall be served upon Defendant by

sending a copy pursuant to SCRCP (first class mail) to the following:

- 7. The Court notes that the South Carolina Judicial Department Website has several links to educate parties who do not have an attorney (SRL-Self Represented Litigants).
- 8. <u>To review these links</u>, you may choose to go to South Carolina Judicial Website. There, Click Self-Help Resources under GENERAL PUBLIC TAB. NEXT REVIEW: (1) Welcome to SC Courts –A list of things Court Staff can and cannot do (2) UNDER FAQ SECTION REVIEW (a) General Questions (b) Circuit Court and (c) Master-in- Equity Court FAQS. FINALLY, WATCH YOUR DAY IN CIRCUIT COURT SELF HELP VIDEO. You can also find additional information on the MIE web site on the County of Lexington Web Page. Remember, you are bound by the same rules that attorneys are.

AND IT IS SO ORDERED

The Honorable James O. Spence Master In Equity for Lexington County Lexington, South Carolina

JUDGE'S SIGNATURE PAGE TO FOLLOW