

**UNITED STATES DEPARTMENT OF LABOR  
OFFICE OF ADMINISTRATIVE LAW JUDGES**

OALJ Case No.: \_\_\_\_\_

In the Matter of:

\_\_\_\_\_  
*(Plaintiff/Complainant/Claimant)*

v.

\_\_\_\_\_  
*(Defendant/Respondent/Employer/Carrier)*

**MOTION BY PARTY TO WITHDRAW REPRESENTATION**

Pursuant to 29 C.F.R., § 18.22(e), I, \_\_\_\_\_, am a party in the above-captioned case, and I hereby move to withdraw the representation of me in this matter by \_\_\_\_\_.

*New Representation:* Indicate the status of your future representation:

*Substitution without change of firm or agency:* I will be represented by another attorney or non-attorney representative from the same firm or agency as the withdrawing representative, who has already filed a Notice of Appearance or will be doing so. The new representative will be:

\_\_\_\_\_

*New representative from a different firm or agency:* I have retained the new counsel at a different firm or agency. The new representative will be:

\_\_\_\_\_

*Self-representation:* I have not retained new counsel and wish to proceed *pro se*, as self-represented litigant.

*Seeking a new representative:* I am seeking new counsel in this matter.

*Prayer for relief and signature:* I hereby request to be allowed to proceed in this case as noted above.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

## Information and Instructions:

*In General:* The Office of Administrative Law Judges (OALJ) requires the filing of a Notice of Appearance by representatives. 29 C.F.R. § 18.22(a). To withdraw from the representation, an attorney or non-attorney representative must obtain leave from the presiding administrative law judge (ALJ). Because it is the representative's responsibility to file such a motion, and the client usually does not need to file a separate, additional motion. Section 22(e), however, permits a party to file a motion for withdrawal of the representation. This might be necessary, for example, if the party wishes to discharge the representative, and that representative cannot be relied on to file a motion to withdraw. Another example is where the representative becomes unavailable, incapacitated or has died. This form may be used for such a motion filed by the party (or the party's new representative).

### *Form fields:*

*Identification of Party and Representative:* In the first paragraph of the form, you must identify yourself as the party filing the motion, and must identify the representative whose representation is requested to be ended.

*New Representation:* To assist the presiding ALJ in determining whether the withdrawal will cause undue delay or prejudice to the rights of a party, please provide information about how you will be represented going forward. If you are a new representative filing this motion on behalf of the party, you will need to also file a Notice of Appearance.

*Prayer for relief and signature:* If you are e-filing this motion, you may sign either by "/s/" followed by the filer's typed name, or by a digital signature. See [https://www.dol.gov/agencies/oalj/ELECTRONIC\\_SIGNATURES](https://www.dol.gov/agencies/oalj/ELECTRONIC_SIGNATURES). If you are using a handwritten signature, please type the name in the field below.