

Notice of Lead Counsel Designation

Background

The Local Rules require each party to designate a lawyer as lead counsel. (Do not designate more than one lawyer as lead.) CM/ECF displays each “**Lead Attorney**” designation beneath counsel of record’s contact information. For example:


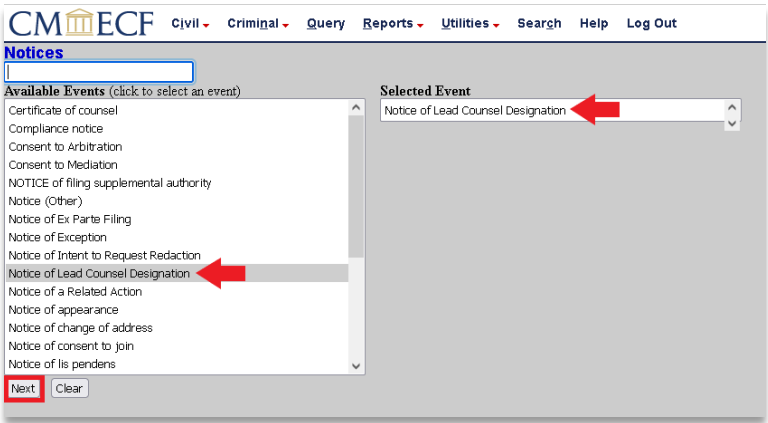
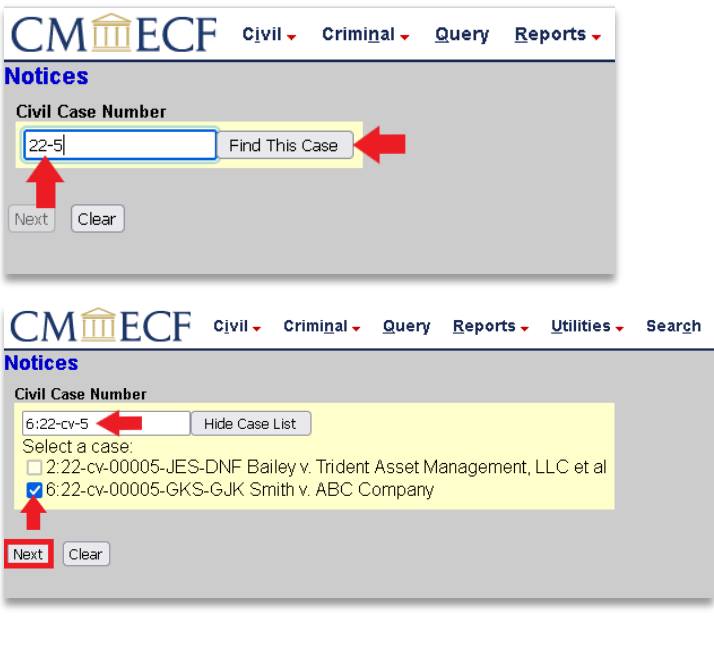
The screenshot shows a court docket entry for the U.S. District Court, Middle District of Florida (Orlando). The case is identified as CIVIL DOCKET FOR CASE #: 6:22-cv-00005-GKS-GJK. The entry is marked as 'Internal Use Only'. It lists the case name as Smith v. ABC Company, assigned to Senior Judge G. Kendall Sharp and referred to Magistrate Judge Gregory J. Kelly. The cause is listed as 28:1331 Fed. Question. The date filed is 02/17/2022, with no jury demand. The nature of suit is 890 Other Statutory Actions, and the jurisdiction is Federal Question. The plaintiff is Bob Smith, represented by Samantha Lyn Fox, 55 Husky Street, Gigantic, AZ 44444, 999-999-9999. A red arrow points to the text 'LEAD ATTORNEY ATTORNEY TO BE NOTICED' next to the attorney's contact information.



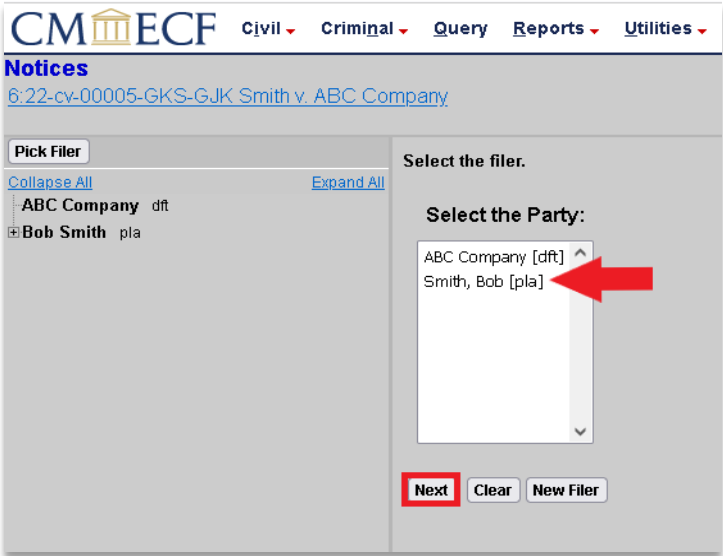
To designate a “**Lead Attorney**,” counsel must file a **Notice of Lead Counsel Designation (instructions on page two)**.

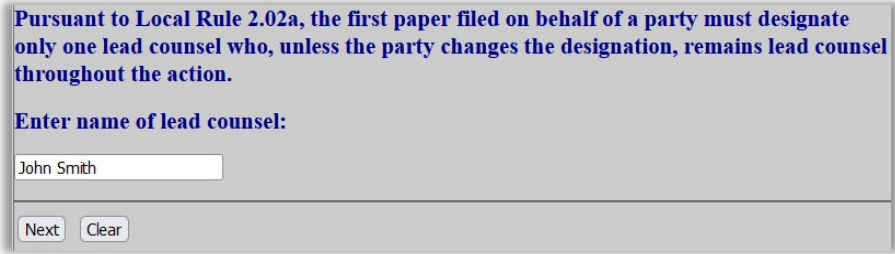

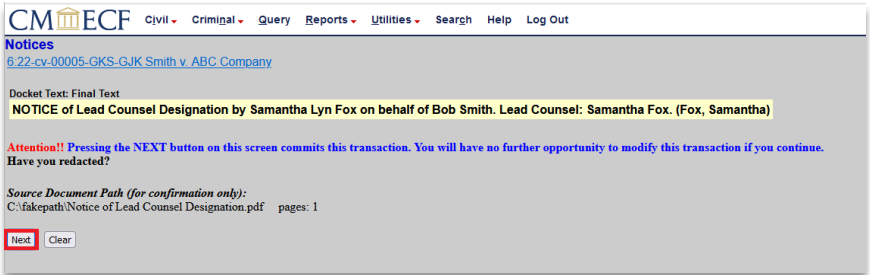
The following Local Rules define the responsibilities of Lead Counsel:

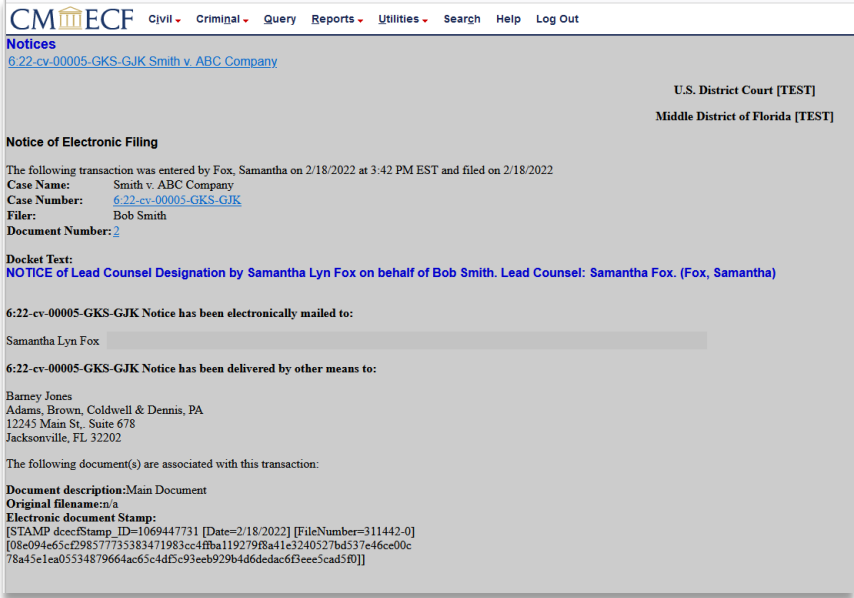
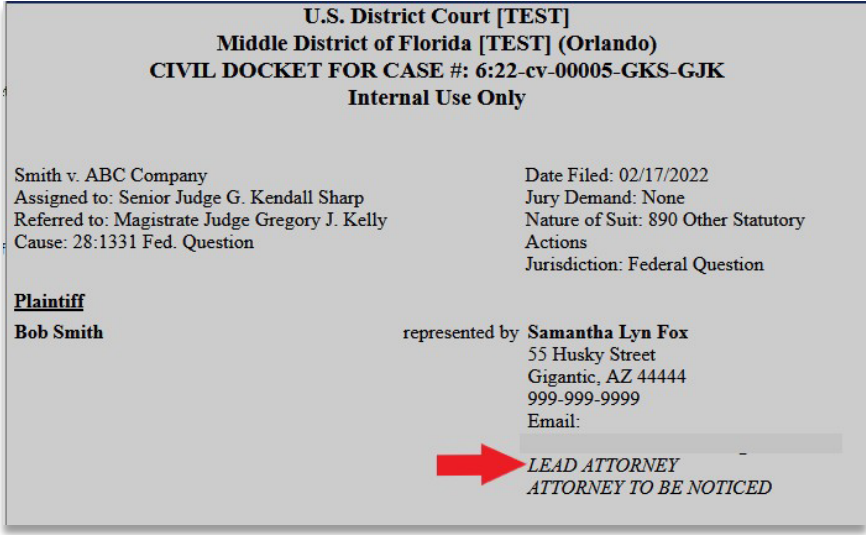
- **Local Rule 1.01(d)(9):** “Lead counsel” means the lawyer responsible to the court and the other parties for the conduct of the action, including scheduling.
- **Local Rule 1.07(c):** Duty of the Lead Counsel. The lead counsel has a continuing duty to notify the judge of a related action pending in the Middle District or elsewhere. The lead counsel promptly must file a ‘Notice of Related Action’ that identifies and describes the related action.
- **Local Rule 2.02(a):** Lead Counsel. The first paper filed on behalf of a party must designate only one ‘lead counsel’ who – unless the party changes the designation – remains lead counsel throughout the action.
- **Local Rule 4.03:** An order referring a civil action to mediation must require attendance of lead counsel.
- **Local Rule 7.01(c)(4)(E) & (c)(5)(B):** Requires lead counsel to verify certain information for an award of attorney’s fees or non-taxable expenses.

Instructions to file the Notice of Lead Counsel Designation

Step	Screen
<ul style="list-style-type: none"> ➤ Log in to CM/ECF using your PACER login and password. ➤ Click Civil on the menu bar and select Notices under the <i>Other Filings</i> category. 	 <p>The screenshot shows the CM/ECF homepage. The 'Civil' dropdown menu is highlighted with a red arrow. Under the 'Other Filings' section, the 'Notices' link is highlighted with a red box.</p>
<ul style="list-style-type: none"> ➤ Highlight to select Notice of Lead Counsel Designation from the Available Events menu. <p>Note: The selected event appears in the Selected Event box.</p> <ul style="list-style-type: none"> ➤ Click Next. 	 <p>The screenshot shows the 'Notices' page. In the 'Available Events' list, 'Notice of Lead Counsel Designation' is highlighted with a red arrow. In the 'Selected Event' dropdown menu, 'Notice of Lead Counsel Designation' is also highlighted with a red arrow. The 'Next' button is highlighted with a red box.</p>
<ul style="list-style-type: none"> ➤ Enter the Civil Case Number. Click Find This Case. <p>Note: Partial case numbers may be entered.</p> <ul style="list-style-type: none"> ➤ Place a check mark next to the appropriate case number when applicable. ➤ Click Next. 	 <p>The first screenshot shows the 'Civil Case Number' input field with '22-5' entered and the 'Find This Case' button highlighted with a red arrow. The second screenshot shows the search results with a checkmark next to '6:22-cv-00005-GKS-GJK Smith v. ABC Company' highlighted with a red arrow. The 'Next' button is highlighted with a red box in both screenshots.</p>

Step	Screen
<ul style="list-style-type: none"> ➤ A hyperlink to the case appears. Verify this is the correct case number. ➤ Click Next. 	
<ul style="list-style-type: none"> ➤ Browse to attach the Notice of Lead Counsel Designation .pdf as the Main Document. ➤ Click Next. 	
<ul style="list-style-type: none"> ➤ Select the filer by clicking on the party's name. To select multiple filers, hold down the [CTRL] key on your keyboard and click all applicable filers. ➤ Once all filers have been selected, click Next. 	

Step	Screen
<ul style="list-style-type: none"> ➤ Enter the name of the attorney being designated as lead counsel. ➤ Click Next. 	
<ul style="list-style-type: none"> ➤ A hyperlink to the case appears. ➤ Click Next. 	
<ul style="list-style-type: none"> ➤ Review the Final Text screen. This is the final step before submitting the filing to the court. ➤ Click Next. 	

Step	Screen
<p>➤ The Notice of Electronic Filing (NEF) is displayed as a receipt of the transaction.</p>	
<p>➤ The Lead Attorney designation will appear under counsel's contact information in CM/ECF upon review of the filing by the Clerk's Office.</p>	

Revision Log

Date	Comments	By
2/28/22	Created	MJ/LW
1/12/23	Informational display added – screenshot updated.	NAS