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:

U.S. District Court [TEST] Middle District of Florida [TEST] (Orlando) CIVIL DOCKET FOR CASE #: 6:22-cv-00005-GKS-GJK Internal Use Only			
Smith v. ABC Company Assigned to: Senior Judge G. Kendall Sharp Referred to: Magistrate Judge Gregory J. Kelly Cause: 28:1331 Fed. Question		Date Filed: 02/17/2022 Jury Demand: None Nature of Suit: 890 Other Statutory Actions Jurisdiction: Federal Question	
<u>Plaintiff</u>			
Bob Smith	represented by	Samantha Lyn Fox 55 Husky Street Gigantic, AZ 44444 999-999-9999 Email:	
	-	LEAD ATTORNEY ATTORNEY TO BE NOTICED	

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
A	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.	Open a Case Other Filings ADR Documents Open a Civil Case ADR Documents Appeal Documents Initial Pleadings and Service Appeal Documents Appeal Documents Complaints and Other Initiating Documents Other Filings FLMD Bar Members Only Other Answers Service of Process Other Process Motions, Memoranda and Responses Memoranda Responses and Replies Other Service
× ×	Highlight to select Notice of Lead Counsel Designation from the Available Events menu. Note: The selected event appears in the Selected Event box. Click Next.	Compliance notice Compliance notice Compliance notice Consent to Arbitration Consent to Arbitration Consent to Mediation NOTICE of filing supplemental authority Notice of Exception Notice of Exception Notice of a Related Action Notice of a related Action Notice of lis pendens Notice of lis pendens
A A	Enter the Civil Case Number. Click Find This Case . Note : Partial case numbers may be entered.	CMMMCF Civil - Criminal - Query Reports - Notices Civil Case Find This Case Civil Case Civil Case Next Clear Clear Clear Civil - Criminal - Query Reports - Utilities - Seargh
AA	Place a check mark next to the appropriate case number when applicable. Click Next .	Notices Givil Case Number 6:22-cv-5 Billey v. Trident Asset Management, LLC et al 2:22-cv-00005-JES-DNF Bailey v. Trident Asset Management, LLC et al 6:22-cv-00005-GKS-GJK Smith v. ABC Company Next

	Step	Screen
A	A hyperlink to the case appears. Verify this is the correct case number.	CM metric ECF civil ← Criminal ← Query Notices 6:22-cv-00005-GKS-GJK Smith v. ABC Company
	Click Next.	Next
A	Browse to attach the Notice of Lead Counsel Designation .pdf as the Main Document .	CMmmECF Civil + Criminal + Query Reports + Utilities + Search Notices 6:22-cv-00005-GKS-GJK Smith v. ABC Company Select the PDF document and any attachments.
	Click Next .	Main Document Browse Notice of Lead Counsel Designation.pdf Attachments Category Description 1. Browse No file selected. Next Clear
	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.	Collapse All Expand All ABC Company dft Expand All Select the filer. Select the Party: ABC Company dft Select the Party: Bob Smith pla Smith Pola
	Once all filers have been selected, click Next .	Next Clear New Filer

Step	Screen
 Enter the name of the attorney being designated as lead counsel. Click Next. 	Pursuant to Local Rule 2.02a, 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. Enter name of lead counsel: John Smith Next Clear
 A hyperlink to the case appears. Click Next. 	CMMMCFCF Civil - Criminal - Query Notices 6:22-cv-00005-GKS-GJK Smith v. ABC Company Next Clear
 Review the Final Text screen. This is the final step before submitting the filing to the court. Click Next. 	CMILECF Civil.* Criminal.* Query Reports.* Utilities.* Search Help LogOut Notices 0:22-cv-00005-GKS-GJK Smith v. ABC Company Docket Text: Final Text NOTICE of Lead Counsel Designation by Samantha Lyn Fox on behalf of Bob Smith. Lead Counsel: Samantha Fox. (Fox, Samantha) Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you reducted? Source Document Path (for confirmation only): C:Statepath/Notice of Lead Counsel Designation pdf pages: 1

Step	Screen	
The Notice of Electronic Filing (NEF) is displayed as a receipt of the transaction.	Image: Start Start Criminal - Query Reports - Utilities - Search Help Log Out Notices 022-cv.00005.CKS.GJK Smith v ABC Company US. District Court [TEST] Middle District of Florida [TEST] Notice of Electronic Filing Image: Company The following transaction was entered by Fox, Samantha on 2/18/2022 at 3-42 PM EST and filed on 2/18/2022 Case Name: Smith v. ABC Company Case Name: Smith v. ABC Company Case Name: Company Case Name: Company Case Name: Smith v. ABC Company Case Name: Company Case Name: Company Case Name: Smith v. ABC Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Company Case Name: Sume One Case Name: Company Case Name: Company Case Company Come: Adams, Brown	
The Lead Attorney designation will appear under counsel's contact information in CM/ECF upon review of the filing by the Clerk's Office.	U.S. District Court [TEST] Middle District of Florida [TEST] (Orlando) CIVIL DOCKET FOR CASE #: 6:22-cv-00005-GKS-GJK Internal Use Only Smith v. ABC Company Assigned to: Senior Judge G. Kendall Sharp Referred to: Magistrate Judge Gregory J. Kelly Cause: 28:1331 Fed. Question Plaintiff Bob Smith represented by Samantha Lyn Fox 55 Husky Street Gigantic, AZ 44444 999-999-9999 Email: LEAD ATTORNEY ATTORNEY TO BE NOTICED	

Revision Log

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