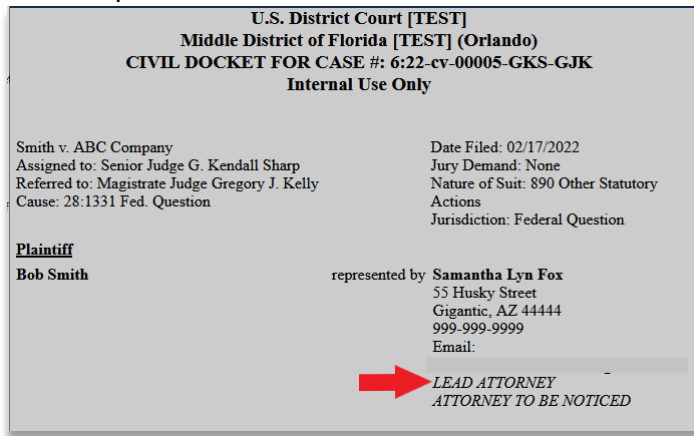


Notice of Lead Counsel Designation

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

Plaintiff
Bob Smith

represented by **Samantha Lyn Fox**
55 Husky Street
Gigantic, AZ 44444
999.999.9999
Email:

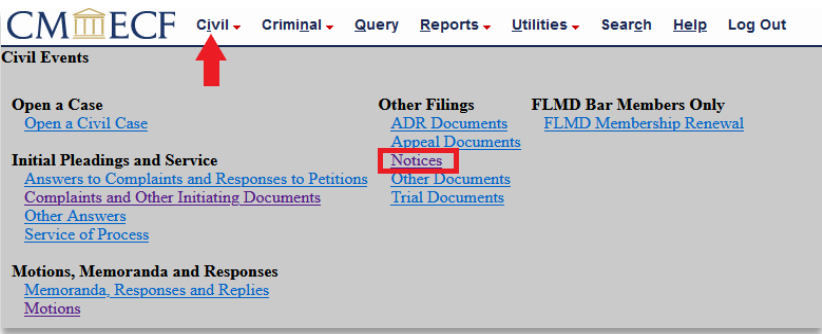
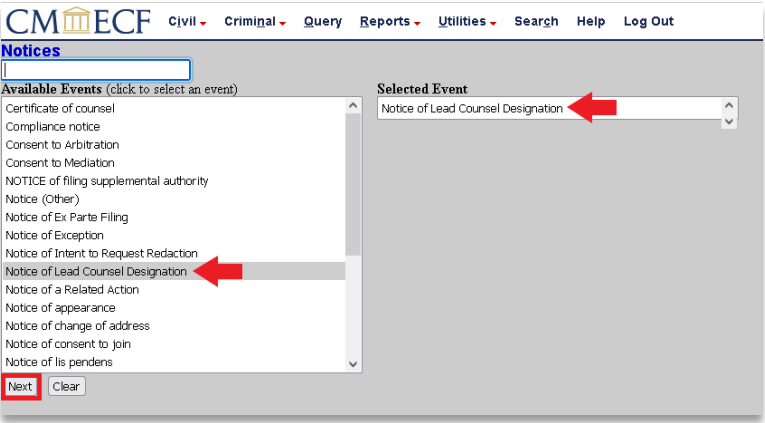

 **LEAD ATTORNEY**
ATTORNEY TO BE NOTICED




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



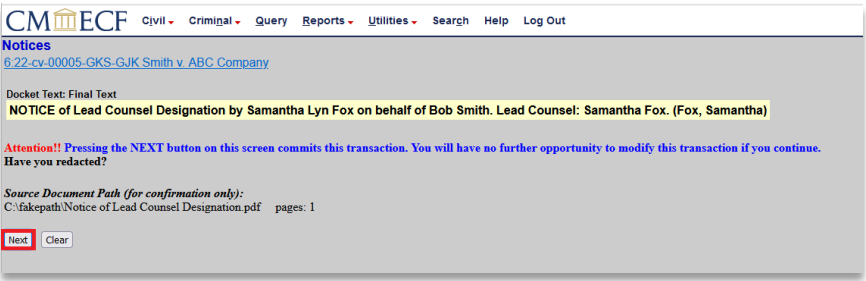
The following Local Rules define the responsibilities of Lead Counsel:

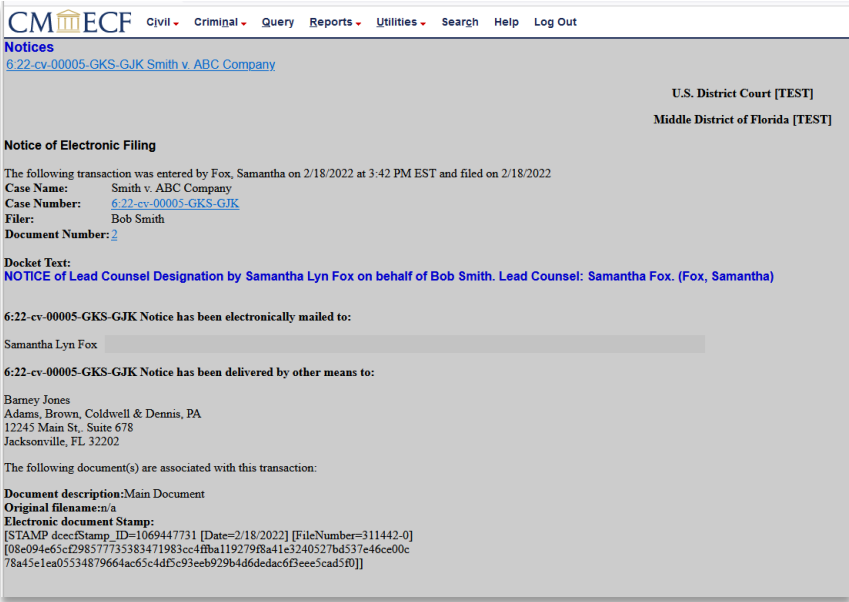
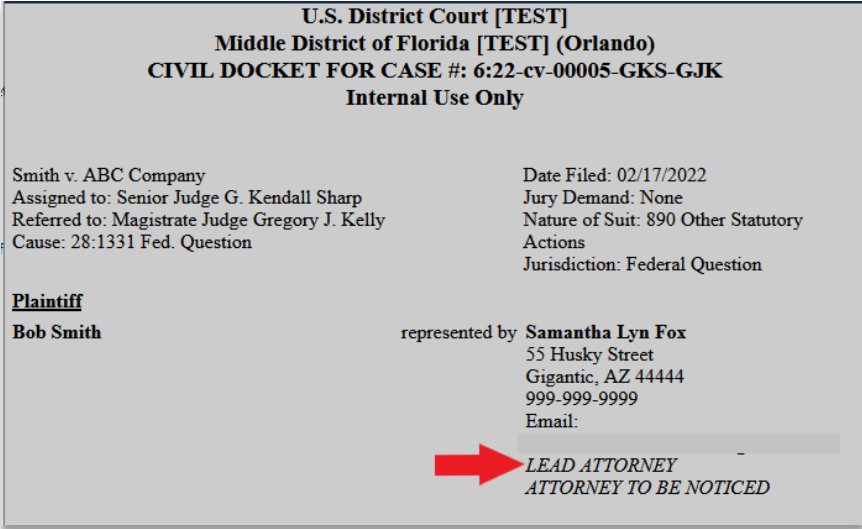
- **Local Rule 1.01(d)(9):** “Lead counsel” means the lawyer responsible to the court and the other parties for the conduct of the action, including scheduling.
- **Local Rule 1.07(c):** Duty of the Lead Counsel. The lead counsel has a continuing duty to notify the judge of a related action pending in 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
<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. 	
<ul style="list-style-type: none"> ➤ Highlight to select Notice of Lead Counsel Designation from the Available Events menu. <p style="margin-left: 20px;">Note: The selected event appears in the Selected Event box.</p> <ul style="list-style-type: none"> ➤ Click Next. 	
<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. 	

Step	Screen
<ul style="list-style-type: none"> ➤ A hyperlink to the case appears. Verify this is the correct case number. ➤ Click Next. 	 <p>The screenshot shows the CM ECF interface with the case name and a 'Next' button highlighted in red.</p>
<ul style="list-style-type: none"> ➤ Browse to attach the Notice of Lead Counsel Designation .pdf as the Main Document. ➤ Click Next. 	 <p>The screenshot shows the 'Main Document' section with a 'Browse...' button highlighted by a red arrow. Below it is an 'Attachments' table with one row containing another 'Browse...' button.</p>
<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. 	 <p>The screenshot shows a 'Pick Filer' dialog with a list of parties. 'Smith, Bob [pla]' is selected in the 'Select the Party' list, indicated by a red arrow.</p>

Step	Screen
<ul style="list-style-type: none"> ➤ Enter the name of the attorney being designated as lead counsel. ➤ Click Next. 	 <p>CM ECF Civil Criminal Query Reports</p> <p>Notices 6:22-cv-00005-GKS-GJK Smith v. ABC Company</p> <p>Enter name of lead counsel:</p> <p>Samantha Fox</p> <p>Next Clear</p>
<ul style="list-style-type: none"> ➤ A hyperlink to the case appears. ➤ Click Next. 	 <p>CM ECF Civil Criminal Query</p> <p>Notices 6:22-cv-00005-GKS-GJK Smith v. ABC Company</p> <p>Next Clear</p>
<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. 	 <p>CM ECF Civil Criminal Query Reports Utilities Search Help Log Out</p> <p>Notices 6:22-cv-00005-GKS-GJK Smith v. ABC Company</p> <p>Docket Text: Final Text NOTICE of Lead Counsel Designation by Samantha Lyn Fox on behalf of Bob Smith. Lead Counsel: Samantha Fox. (Fox, Samantha)</p> <p>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 redacted?</p> <p>Source Document Path (for confirmation only): C:\fakepath\notice of Lead Counsel Designation.pdf pages: 1</p> <p>Next Clear</p>

Step	Screen
<p>➤ The Notice of Electronic Filing (NEF) is displayed as a receipt of the transaction.</p>	 <p>The screenshot shows the CM/ECF interface with a 'Notice of Electronic Filing' receipt. It includes case details such as 'Case Name: Smith v. ABC Company', 'Case Number: 6:22-cv-00005-GKS-GJK', and 'Filer: Bob Smith'. The docket text states: 'NOTICE of Lead Counsel Designation by Samantha Lyn Fox on behalf of Bob Smith. Lead Counsel: Samantha Fox. (Fox, Samantha)'. It also lists the recipient 'Samantha Lyn Fox' and the attorney 'Barney Jones' at 'Adams, Brown, Coldwell & Dennis, PA'.</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>	 <p>The screenshot shows the 'Internal Use Only' docket page. It lists the case as 'Smith v. ABC Company' and identifies the assigned judge as 'Senior Judge G. Kendall Sharp'. The lead attorney is identified as 'Samantha Lyn Fox' with contact information: '55 Husky Street, Gigantic, AZ 44444, 999-999-9999'. A red arrow points to the text 'LEAD ATTORNEY ATTORNEY TO BE NOTICED'.</p>