

Rule 18. Entry of appearance

(A) All notices of entry of appearance of counsel in any action shall be in writing. Entry of appearance by counsel may be effective by signature of counsel on a pleading or motion to the Court. The notice of entry of appearance of counsel shall be sent to all attorneys and unrepresented parties.

(B) New attorney of record.

Any attorney of record entering a case on behalf of a party who has had previous representation in the action shall do so by filing written notice of substitution of counsel. Substitution of counsel does not require Court approval. Notice of substitution of counsel shall be sent to all attorneys, unrepresented parties and interested persons.