



ACCESS CENTER SUBSTITUTION OF ATTORNEY A-Z

Q: I have an attorney representing me. However, I would like the self-help center to help me with my case. What can I do?

A: The self-help center cannot assist you if you have an attorney representing you or if you have an attorney of record in your case. If you would like to use self-help services, you must be in pro per (representing yourself). To remove your attorney of record and represent yourself, you will need to complete and file form MC-050, Substitution of Attorney – Civil. Make sure that the type of assistance you seek is within the ACCESS menu of services before you remove your attorney. The self-help center can only help with certain cases types, and only if you are representing yourself.

Note: Make sure your attorney finishes all tasks they are required to complete before removing them. Once the attorney substitutes out of your case, he or she will no longer help you.

Q: How do I fill out form MC-050, Substitution of Attorney - Civil?

A: You can get the form at <https://www.courts.ca.gov/documents/mc050.pdf>

- Fill out the caption box with your name, address, court address, case name, and case number.
- Complete sections 1-3.
- Date and sign sections 4 and 6.
- The attorney substituting out of your case date and signs section 5.

Q: I completed form MC-050, Substitution of Attorney - Civil. What do I do next?

A: You will need to do the following:

- Make one copy of the form, include page 2.
- Have someone else at least 18 years old help you mail the copy to the other party in the case. If the other party is represented by an attorney, the copy is mailed to the other party's attorney.
- The person who helps you mail the copy is your server. After mailing the copy, have your server complete page 2 on the *original* form MC-050, Substitution of Attorney - Civil. Page 2 is the proof of service by mail, documenting that someone else mailed a copy to the other party.
- Make another copy of the entire form (page 1 and 2).
- For Family Law cases, bring the original form and the copy to the Civic Center Courthouse, 400 McAllister Street, Room 402, San Francisco, CA for filing. The clerk will file the original and return a stamped copy to you for your records.

- For Civil Cases, bring the original form and the copy to the Civic Center Courthouse, 400 McAllister Street, Room 103, San Francisco, CA for filing. The clerk will file the original and return a stamped copy to you for your records.

Q: I've filed form MC-050, Substitution of Attorney - Civil. Can the ACCESS Center help me now?

A: The ACCESS Center can only help self-represented litigants. Make sure that the type of assistance you seek is within the ACCESS Center's scope of services *before* having your attorney substitute out of your case.