

**WAC 208-08-040 Notice of appearance or withdrawal.** (1) **Appearance.** Each attorney or other representative must file a written notice of appearance with the department and the presiding officer and must serve a notice of appearance on all attorneys and representatives then of record and on all unrepresented parties. The notice must contain the name, address and telephone number of the attorney or representative and the name, address, and telephone number of each party represented.

(2) **Withdrawal.** Any attorney or representative who withdraws from representing a party must file a written notice of withdrawal with the department and the presiding officer and must serve the notice of withdrawal on all attorneys and representatives then of record and on all unrepresented parties. The notice must contain the effective date of the withdrawal, the current name, address, and telephone number of each party who will no longer be represented, and, if known, the name of the person who will represent the party from that time forward. Withdrawal of a party's attorney or representative after the service of a notice of hearing is not grounds for the continuance of the hearing unless good cause is shown.

[Statutory Authority: RCW 34.05.250. WSR 17-16-056, § 208-08-040, filed 7/25/17, effective 10/1/17. Statutory Authority: RCW 43.320.040 and 34.05.250. WSR 96-11-035, § 208-08-040, filed 5/6/96, effective 6/6/96.]