

**LITIGATION NOTICE OF  
ADMINISTRATIVE SUSPENSION**

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

To: \_\_\_\_\_  
(Name of Client)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to Pennsylvania Rule of Disciplinary Enforcement 217(b), you are hereby advised that by Order of the Supreme Court of Pennsylvania, I have been administratively suspended. Said Order is effective \_\_\_\_\_.

By this notice you are advised that you should immediately obtain another attorney to substitute in my place in representing you in litigation currently before the courts. In the event that you do not obtain substitute counsel before the effective date of the administrative suspension as indicated above, I will be responsible for moving in the Court or agency in which the litigation proceeding is pending for leave to withdraw.

Date \_\_\_\_\_ Signed \_\_\_\_\_