

## Checklist for Waiving Rights under the Servicemembers Civil Relief Act

No one can force you to waive your rights. Before completing and filing a waiver of rights, make sure that you want to do so voluntarily.

Keep a copy of all documents for your records.

Attend all court hearings.

### (1) Waiver of Rights

- No one can force you to waive your rights. Before completing and filing a waiver of rights, make sure that you want to do so voluntarily.
- Once you waive your right to stay the case, the case will proceed. Be prepared to take the next step in the case, whatever that may be.
- Print your name and contact information at the top of the first page. Check whether you are:
  - the Plaintiff/Petitioner or Defendant/Respondent;
  - the Attorney for the Plaintiff/Petitioner or Defendant/Respondent; or
  - someone with power of attorney for the service member.
- Complete the heading exactly as it appears in the Complaint/Petition.
- Paragraph (1): Check the box to show that you know of and understand the rights that you have under the Servicemembers Civil Relief Act.
- Paragraph (2): Check the box to show that you are voluntarily waiving those rights.
- Paragraph (3): Check the box to show that the waiver is being made during your military service.
- Do not include any private or protected information on this form. When filed, this form is a public record. [Rule 4-202.09\(9\)](#) requires that you omit from a public record any information that is not itself public information. For a list of records, data and information classified as public, private, and protected, see [Rule 4-202.02](#).
- Attach any required documents and forms.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form on the other party.
- File the original form and certificate of service with the judicial services representative.

**(2) Notice of Withdrawal of Counsel (if applicable)**

- This form should be completed by an attorney who is withdrawing from the case. [URCP 74\(a\)](#).
- Print the attorney's name and contact information at the top of the first page. Check whether the attorney is for the Plaintiff/Petitioner or Defendant/Respondent.
- Complete the heading exactly as it appears in the Complaint/Petition.
- Paragraph (1). Print the name and address of the client.
- Check Paragraph (2) if the attorney is withdrawing from a general representation. Make sure the statements are true.
- Check Paragraph (3) if the attorney is withdrawing from a limited appearance. Make sure the statements are true.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form on the other party.
- File the form with the judicial services representative.