

Sample Trust Account Plan for Law Firm. All law firms with more than 1 lawyer must maintain a current written plan for each trust account held by the law firm. The blanks should be filled in with the position(s) of the lawyer(s) and/or nonlawyer(s) responsible for the functions described and the name(s) of the lawyer(s) responsible. This is an example only; each firm's circumstances may differ. These forms should *not* be filed with The Florida Bar. Under Rule 5-1.2(c)(1) and (2), the lawyer(s) responsible for maintaining the written plan must keep this plan with the firm's trust account records and must update the plan if any of the names or functions change. This plan must be provided to each lawyer in the firm on completion and each time the plan is changed.

LAW FIRM TRUST ACCOUNT PLAN FOR TRUST ACCOUNT OF

This document is the written plan of _____ under Rule
Regulating The Florida Bar 5-1.2(c)(1).

Checks: Prepared by _____ and signed
by _____.

Monthly reconciliations: Completed by _____ and reviewed
and approved by _____.

Annual reconciliations: Completed by _____ and reviewed
and approved by _____.

Questions relating to trust accounts: Questions regarding the firm trust
account should be addressed to _____.