# SAMPLE ADMINISTRATIVE FORM

## Please note: Rule 4-5.8 PROCEDURES FOR LAWYERS LEAVING LAW FIRMS AND DISSOLUTION OF LAW FIRMS

## Absent a specific agreement otherwise, a lawyer who is leaving a law firm may not unilaterally contact those clients of the law firm for purposes of notifying them about the anticipated departure or to solicit representation of the clients unless the lawyer has approached an authorized representative of the law firm and attempted to negotiate a joint communication to the clients concerning the lawyer leaving the law firm and bona fide negotiations have been unsuccessful

## Unilateral Letter to Client from a Departing Attorney

Dear [*client*]:

Effective [*date*], I became a [*partner/shareholder/member*] of [*name + address of new law firm*], having withdrawn from [*name of old law firm*]. My decision represents an opportunity to broaden my experiences, and should not be construed as adversely reflecting in any way on my former firm. It is simply one of those things that sometimes happen in business and professional life.

I want to be sure that there is no disadvantage to you, as the client, from my move. The decision as to how the matters I have worked on for you are handled, and who handles them in the future, will be completely yours. Whatever you decide will be determinative.

Please, at your earliest opportunity:

(1) Check the appropriate statement reflecting your wishes.

(2) Retain one of the two copies of your directive contained herein for your records.

(3) Return one copy in the herein provided prepaid addressed envelope. To best protect your interest and promote continuity of representation, please respond quickly.

Sincerely,

[*Departing Attorney*]

**DIRECTIVE OF CONTINUING REPRESENTATION**

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Client Name]

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Former Firm]

[ ] I wish to continue being represented by [departing attorney]. Please transfer to [him/her], at the above stated address, all records, files and property in the possession of [name of former firm] as quickly as possible.

[ ] I wish to continue being represented by [name of former firm]. Please have a firm representative contact me to discuss continuity of representation.

[ ] I wish to now be represented by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of other Lawyer]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Address – Line 1]

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[Address – Line 2]

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[City / State / Zip Code]

I acknowledge that irrespective of my choice, I remain responsible for any fees and costs already incurred. Any fees or costs may be deducted from any trust fund balance held by the firm. Should photocopying of documents be required the charge will be (10) (15) (20) (25) cents per copy.

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[Client’s Printed Name] [Client’s Signature]

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Date