

APPENDIX J

LETTER FROM CLOSING OR CARETAKER ATTORNEY ADVISING THAT LAWYER IS UNABLE TO CONTINUE IN PRACTICE

Re: [Name of Case]

Dear [Name]:

Due to _____ (reason for ill health),

[*Affected Attorney*] is no longer able to continue in the practice of law. You will need, therefore, to retain the services of another attorney to represent you in your legal matter(s), and I recommend you do so immediately so that your legal interests may be protected. I will assist [*Affected Attorney*] in closing [his/her] practice.

You will need [a copy/copies] of your file(s). Accordingly, I enclose a written authorization for your file(s) to be released directly to your new attorney. You or your new attorney may forward this authorization to us and we will release your file(s) as instructed. If you prefer, you may come to [*address of office or location for file pick-up*] and pick [it/them] up so that you may deliver [it/them] to your new attorney. In either case it is imperative that you act promptly, and in no case later than [provide date] so that all of your legal rights may be preserved.

Your closed file(s) if any, will be stored at [*location*]. If you need a closed file, you may contact me at the following address and phone number until [date]:

[Name] [Address] [Phone]

After that time, you may contact [*Attorney in charge of closed files*] for your closed file(s) at the following address and phone number:

[Name] [Address] [Phone]

You will shortly receive a final accounting from [*Affected Attorney*], which will include any outstanding balance(s) you owe [him/her], and an accounting of any funds in your client trust account.

On behalf of [*Affected Attorney*], I would like to thank you for affording [him/her] the opportunity to provide you with legal services. If you have any additional concerns or questions, please feel free to contact me.

Thank you.

Sincerely,

[Assisting Attorney] [Firm]