**Involuntarily Closing Your Practice Checklist**

List compiled from Susan Berson’s article, *The Death of a Practice*.

Binder, guidebook or packet with materials for staff, family and transition lawyer

Selection and designation of transition lawyer

Authorization for emergency access to accounts (check with bank)

In case of incapacity, a power of attorney for transition lawyer

List of passwords and contacts

Explanation and access to calendaring system

Instructions for family regarding estate and responsibilities of transition lawyer

Draft of letters to be sent to clients, etc.

A lawyer may wish to consider including the following sample language in an engagement letter and/or contract.

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**CHAPTER 11** Closing Your Practice