# Explanation of and notification of “Emergency Transition Lawyer”

In the event that, due to an emergency situation, your lawyer [name] becomes incapacitated or dies, you, the client, authorize [transition lawyer] to step in and take whatever reasonable steps are necessary on a limited and temporary basis to protect the client’s interests until client can hire new counsel.

# Explanation of “File Retention Policy”

Please be aware that our file retention policy is [whatever the lawyer’s policy is] and we destroy client files [ ] years after the client’s case is completed. If you do not want us to destroy your file at that time, please make arrangements to come in and pick up your file.

# Sample language to include in “Voluntary Closing Your Office Letter”

As of [date], I will be closing my law practice due to [reason]. I will be unable to continue to represent you. I recommend that you hire another lawyer to complete this matter immediately so as not to prejudice your case. The following are a list of lawyers whom you may wish to consider contacting, but please note that you can hire any lawyer you choose. Please contact me to schedule a time to get your file, or notify me in writing where to send same. If you or your new lawyer would like to communicate with me, please contact me at the following address or telephone number.

# Sample Language to Include in “Involuntary Closing Your Office Letter”

Unfortunately, [lawyer’s] law practice is closing due to [reason]. I have been designated the transition lawyer to assist you with obtaining a copy of your file and finding new counsel. I recommend that you hire another lawyer to complete this matter immediately so as not to prejudice your case. The following are a list of lawyers whom you may wish to consider contacting, but please note that you can hire any lawyer you choose. Please contact me to schedule a time to get your file, or notify me in writing where to send same. If you or your new lawyer would like to communicate with me, please contact me at the following address or telephone number.

# Additional Resources

* LSBA Public Opinion 05-RPCC-001, *Lawyer Retirement- Ethical Requirements to Client*
* LSBA Public Opinion 06-RPCC-008, *Client File Retention*

**PRACTICE AID GUIDE:** The Essentials of Law Office Management **CHAPTER 11** Closing Your Practice

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