**Voluntarily Closing Your Practice Checklist**

Notification of plans to staff and clients

Checking and resolving any conflicts due to transition

Finishing work on active files and/or facilitating the transition of matter to new counsel

Withdrawing from litigation files and/or ensuring substitute counsel, considering Rule 1.16 of the Louisiana Rules of Professional Conduct

Providing copies of active files to clients, and for the destruction/return of old files in compliance with Rules 1.6 and 1.15 of the Louisiana Rules of Professional Conduct

Taking steps for proper file storage for matters where the lawyer is required to retain a client’s file or financial information

Reconciliation of trust account

If closed, notification to ODC of change in trust account status, although a lawyer may want to retain the trust account in anticipation of limited continued use (to receive a refund from the clerk of court, for example)

Returning unearned or unused client funds

Taking steps to forward calls and/or mail to new number/address

Notifying LSBA and insurers of change in status and/or any address changes

Considering the benefit of tail coverage (Note: your bar-sponsored insurance coverage may provide free tail coverage if you completely resign from the practice of law and have been continuously covered for at least three consecutive years.)

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