**CHECKLIST FOR PLANNING ATTORNEY CLOSING OWN LAW OFFICE**

1. Download from the KBA's website copies of all forms, letters and checklists that will assist you in closing out your law practice.

2. Consult Supreme Court Rules, Kentucky Bar Association Ethics Opinions and ABA Opinions.

3. Contact your legal malpractice insurance carrier to notify them of the closure and determine when coverage will end. Determine if there is tail coverage in existence or determine to obtain such coverage.

4. Consider whether or not the practice can be sold as opposed to shut down. (See SCR 3.130-1.17.)

5. Notify your key employees (secretaries, paralegals, others) with institutional or historical knowledge about client, practice or practice systems and instruct them on office closure procedures as appropriate.

6. Identify the numerous locations that files may be kept and gather them into one location.

7. Begin file reviews. Generate a list of active client files, including client names, addresses, and phone number.

8. Create an Office Closure file-tracking chart.

9. Create "Notification Letter of Intent to Close Law Practice" to send to clients with instructions on how to request file, how client trust funds will be paid, and how transition will be handled.

10. Change all telephone answering messages.

11. Check the office calendar and tickler system. Determine immediate time deadlines.

12. File Motions to Withdraw.

13. Notify all Judges in the Courts you practice to make the Judges aware of the situation and to cover any cases that may not be discovered in due diligence.

14. For cases that have pending court dates, depositions, or hearings, discuss with the clients how to proceed. Where appropriate, request extensions, continuances, and resetting of hearing dates. Send written confirmation of these extensions, continuances, and resets to opposing counsel and to your client.

15. In cases where the client is obtaining a new attorney, be certain that a Notice of Substitution of Attorney is filed.

16. Create an "End of Representation" letter advising that the practice is closing and provide guidance.

17. Create a "Receipt of Original File" form for clients to sign when retrieving their file.

18. Create a "Request for Pick Up or Mailing of File to Client" for clients to sign when requesting their file.

19. Create a "Request/Authorization for Transfer of File to New Attorney" for clients who are retaining a new attorney.

20. Contact state and local bars about practice status, as well as any other state or localized bars.

21. Consider how referrals to other attorneys are to be handled.

22. Finalize any active files that should be closed out.

23. Send out final bills or have staff send out final bills.

24. Avoid keeping original documents of clients, such as Wills and other estate planning documents. If you do have original documents, take steps to return them to clients and if not possible, maintain them in a central place, indexed, within the office.

25. Consider issues pertaining to the payment of vendors, utilities, etc. and continuation or termination of any contracts. Who has authority to sign checks or make payments?

26. All clients should be told whether their closed files will be stored and whom they should contact in order to retrieve them. Obtain all clients' permission to destroy the files after approximately 5 years.

27. Plan for the storage of client files not transferred or returned. Notify the Kentucky Bar Association where closed files will be stored and the name, address, and phone number of

the contact person for retrieving those files by completing the KBA's online form located at www.kybar.org/filestorage.

28. Clean all computer and copier hard drives before releasing. Remove all voicemails from the telephone. Release the telephone number upon conclusion of your representation. Also, terminate any leases or continuing contracts for books and services.