

## CLIENT REQUEST FOR FILE

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I, \_\_\_\_\_, hereby acknowledge that the law office of \_\_\_\_\_ may not turn my file over to a non-attorney third party. I hereby request that the law office of \_\_\_\_\_ provide me with a copy of my file in the matter of \_\_\_\_\_.

Check One Only:

☐ I will personally pick up my file at the law office of \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ at approximately \_\_\_\_\_ a.m. /p.m.

OR

☐ Please send my file to my attention at the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Client Name*

\_\_\_\_\_  
*Date*

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**Note to Client:** Client files will be available for retrieval at the law office of \_\_\_\_\_, located at \_\_\_\_\_ on the following dates/times:

_____	_____
_____	_____
_____	_____
_____	_____