

AUTHORIZATION FOR TRANSFER OF CLIENT FILE(S)

I have elected to retain [NAME OF NEW LAWYER] as my attorney of record for the following cases/matters:

Therefore, I hereby authorize the law office of [NAME OF FORMER LAWYER] to transfer and deliver my file(s) in the cases/matters above to [NAME AND ADDRESS OF NEW LAWYER]:

I acknowledge that this is the true file and that [NAME OF FORMER LAWYER] will retain a copy only for [NUMBER OF YEARS] after which time it will be destroyed. I understand I will not be contacted prior to the copy of my file being destroyed. [CLIENT INITIALS] _____

Client

Date