

AUTHORIZATION FOR TRANSFER OF CLIENT FILE(S)

I have elected to personally receive my file(s) in lieu of transferring the file(s) to another lawyer.

The file(s) are for (cases/matters):

I am picking up my file(s) from the law office of [FORMER FIRM] on [DATE].

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