Sample Forms provided by Attorney Protective are intended to be used as templates to be modified to fit the user’s needs.  This form should be modified in accordance with the user’s state laws and tailored to the particular facts of the matter and obligations of the parties thereto.  Attorney Protective makes no representations or warranties, express or implied, concerning the use of the Sample Forms and the language provided therein.  Sample Forms shall in no way be construed as legal advice from Attorney Protective.

**CHECKLIST FOR LAWYER RETIREMENT, LAW OFFICE CLOSING, OR LAW OFFICE DISSOLUTION**

This checklist is intended to be a starting point for wrapping up your law practice when you retire, close your office, or dissolve your firm. Contact Attorney Protective Risk Management for further assistance and resources.

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| --- | --- | --- | --- | --- |
| **To Do:**  | **Description:**  | **Person assigned to handle:** | **Date Completed:**  | **Post-closing considerations:**  |
| **Identify your retirement/closing/dissolution date**  |  |  |  |  |
| **Identify your successor/inventory attorney**  | **If required in your jurisdiction, identify and contact your successor attorney.**  |  |  |  |
| **Contact your accountant**  | **Discuss closing or dissolution concerns including:** * **Filing dissolution papers/how long the law firm business entity will be active**
* **Setting a schedule for final financial statements**
* **Notifications to state and federal agencies**
* **Final payroll, 1099s, W-2s**
 |  |  |  |
| **Contact your clients**  | **Notifying your clients is of the utmost importance!*** **Craft a letter RE: termination of representation, retirement date, etc. See the AttPro** [**Sample Forms**](https://attorneyprotective.com/sample-forms) **for a form letter. Maintain electronic copies of the letters.**
* **Consider notifying inactive clients.**
 |  |  |  |
| **Files**  | **Whether client files are in electronic or paper format:** * **Prepare or update your file list.**
* **Determine whether the file will be returned, maintained/transferred, or destroyed. Response to your final client letter may offer some direction. See the** [**AttPro Ally Articles**](https://attorneyprotective.com/law-firm-management/file-maintenance/tis-the-season-for-closing-cases-tips-for-properly-closing-a-file) **and your state laws.**
* **Remove extraneous paperwork and duplicates from the files.**
* **File appropriate motions for substitution of counsel or withdrawal.**
* **Prepare a retention schedule for closed files.**
* **Determine who will maintain the stored client and business files.**
 |  |  |  |
| **Banking**  | * **Confer with your accountant and banker on all financial matters.**
* **Trust accounts – Follow your state's laws for final account reconcilitation and closure.**
* **Firm accounts – Identify a closure date, cancel credit cards, and terminate all auto-payments.**
 |  |  |  |
| **Insurance**  | * **Contact your agent RE: tail coverage with AttPro.**
* **Consider COBRA for health insurance.**
* **Explore conversion options for life and disability coverage.**
* **Discuss termination or non-renewal of office policies no longer needed, such a workers' comp, liability insurance, etc. with your agent.**
 |  |  |  |
| **Personnel** | * **Consider transition assistance (pay, letters of recommendation, etc.).**
* **Notify employees RE: final W-2s, retirement plan rollover options, COBRA, etc. Confer with necessary professionals.**
* **Determine retention period for personnel files.**
 |  |  |  |
| **State and Local Bar Associations** | * **Update your membership status.**
* **Provide forwarding contact information.**
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| **Property**  | * **What are the termination provisions in your lease?**
* **Are you subletting the property?**
* **Did anyone execute a personal guaranty?**
 |  |  |  |
| **Mail**  | * **Consider establishing a P.O. Box or determine the firm's forwarding address.**
 |  |  |  |
| **Legal research service**  | * **Cancel or advise of non-renewal.**
 |  |  |  |
| **Advertising/Website**  | * **Cancel any ongoing advertising campaigns.**
* **Consider how long you will maintain a webpage to advise of the firm's closure.**
 |  |  |  |
| **Office equipment, furniture, and supplies**  | * **Determine disposition of office equipment and supplies through sale (or lease termination) or donation.**
 |  |  |  |
| **Technology**  | * **Consider how long to maintain firm e-mail accounts and the automated message to send.**
* **Confer with IT professionals RE: firm computer system backup and retention of same.**
* **Arrange for termination or transfer of cell phones on firm contract.**
* **Determine a final date for all firm landlines and fax.**
 |  |  |  |
| **Vendors**  | * **Review accounts payable to capture all open vendor accounts to close same.**
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