SUCCESSION PLANNING CHECKLIST FOR ASSISTING ATTORNEY

1. **Considerations When Asked to be an Assisting Attorney**
   - Scope and Duration of Responsibility.
     - Do I understand what tasks I may be expected to handle (e.g., client communication, file review, trust account management, or closing the practice)?
     - Am I being asked to step in for a short-term interruption, or to manage a permanent practice closure?
   - Conflicts of Interest
     - Could assisting the Planning Attorney create a conflict of interest with my current clients or firm?
     - Have I reviewed potential conflicts in accordance with rule 1.7, rule 1.9, and rule 1.10?
   - Time, Resources, Costs, and Support
     - Do I have the time and staffing capacity to take on these additional responsibilities?
     - Do I have appropriate professional liability coverage and access to the resources needed to serve in this role?
     - How will any costs associated with assisting (e.g., staff time, storage, malpractice coverage) be addressed?
     - Will there be compensation, or is this a professional courtesy arrangement?

2. **Confirm Authority to Act**
   - Locate and verify the authority under the *Succession Planning Agreement or* the *Limited Power of Attorney*.
   - If applicable, receive instructions on Planning Attorney's law firm operations from Emergency Practice Coordinator.
   - Use:
     - *Succession Planning Agreement*
     - *Notice of Designated Assisting Attorney*
     - *Limited Power of Attorney (if applicable)*
     - *Notice of Designated Emergency Practice Coordinator (if applicable)*
     - *Specimen Signature of Attorney-In-Fact*

3. **Notify Relevant Parties**
   - Notify clients, courts, opposing counsel, and bar authorities.
   - Use:
     - To Client(s): *Letters for Closing Your Law Office* (3 different templates):
       - *Letter Advising That Attorney is Closing His/Her/Their Office*
       - *Letter Advising That Attorney is Unable to Continue in Practice*
       - *Letter From Firm Offering to Continue Representation*
     - *Letter to the Court*
     - *Letter to Opposing Counsel*

4. **Secure the Law Office**
   - Secure client files and protect confidential materials.
   - Suspend calendars, stop mail, and secure electronic records.

5. **Inventory and Review Files**
   - Review open and closed files.
   - Use:
     - *Office Closure File Tracking Chart*

6. **Transfer Files**
   - Arrange file transfers or returns to all active and inactive clients with proper documentation.
   - Use:
     - *Law Office Contacts List*
     - *Authorization for Transfer of Client File*
     - *Acknowledgment of Receipt of File*
     - *Request for File*

7. **Manage Financial and Administrative Matters**
   - If authorized, handle trust accounts or disbursements.
   - Use:
     - *Succession Planning Agreement*
     - *Notice of Designated Authorized Signer*
     - *Law Office Contacts List*

8. **Close or Transition the Practice**
   - Decide whether to fully close or transfer representation.
   - Ensure all final notices are sent and obligations met.
   - Return all property to estate or appropriate parties.