

CONSENT TO CLOSE OFFICE

This consent is entered into between _____, hereinafter referred to as "Planning Attorney," and _____, hereinafter referred to as "Administrating Attorney."

I, _____, authorize, _____, Administrating Attorney, and any attorney or agent acting on my behalf, to take all actions necessary to close my legal practice due to my return to active military service. These actions include but are not limited to:

- Entering my office and utilizing my equipment and supplies as needed to close my practice;
- Opening and processing my mail;
- Taking possession and control of all property comprising my law office, including client files and records;
- Examining files and records of my law practice and obtaining information about any pending matters that may require attention;
- Notifying clients, potential clients, and others who appear to be clients that I have given this authorization and that it is in their best interest to obtain other legal counsel;
- Copying my files;
- Obtaining client consent to transfer files and client property to new attorneys;
- Transferring client files and property to clients or their new attorneys;
- Obtaining client consent to obtain extensions of time and contacting opposing counsel and courts/administrative agencies to obtain extensions of time;
- Applying for extensions of time pending employment of other counsel by my clients;
- Filing notices, motions, and pleadings on behalf of my clients where their interests must be immediately protected and other legal counsel has not yet been retained;
- Contacting all appropriate persons and entities who may be affected and informing them that I have given this authorization;
- Winding down the financial affairs of Planning Attorney's practice, including providing Planning Attorney's clients with a final accounting and statement for services rendered by Administrating Attorney, return of client funds, collection of fees on Planning Attorney's behalf, payment of business expenses, and closure of business accounts when appropriate;
- Advertising Planning Attorney's law practice or any of its assets to find a buyer for the practice;
- Signing checks on my trust account and providing an accounting to my clients of funds in trust; and,
- Contacting my professional liability carrier concerning claims and potential claims.

The Planning Attorney's bank or financial institution may rely on the authorizations in this Agreement unless such bank or financial institution has actual knowledge that this Agreement has been terminated or is no longer in effect.

Planning Attorney authorizes Administrating Attorney to provide legal services to Planning Attorney's former clients providing Administrating Attorney has no conflict of interest and obtains the consent of Planning Attorney's former clients to do so. Administrating Attorney has the right to enter into an

