

**CLIENT NAME:** \_\_\_\_\_ **BOX NO:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE:**    **Home** \_\_\_\_\_    **Work** \_\_\_\_\_  
                         **Cell** \_\_\_\_\_    **Fax** \_\_\_\_\_

<b>FILE:</b>	<b>STATUS:</b> (active/inactive)	<b>NATURE OF MATTER:</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SIGNIFICANT ORIGINAL DOCUMENTS?**  
(wills, deeds, etc.) If yes, briefly describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECK LIST:**

Inventory File(s) \_\_\_\_\_ (date)

Contact Client    1<sup>st</sup> letter \_\_\_\_\_    2<sup>nd</sup> letter \_\_\_\_\_    Other \_\_\_\_\_

Release File(s) \_\_\_\_\_ (date)    To \_\_\_\_\_  
                         \_\_\_\_\_ (picked up)    \_\_\_\_\_ (mailed)

Unclaimed File \_\_\_\_\_ (destroyed)    \_\_\_\_\_ (placed in storage)

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>LAW OFFICES OF JOHN DOE</b>
--------------------------------

Date

Client Name  
Client Address

**Re: Attorney Name**

Dear Client:

Please be advised that by Order of the Supreme Court of Appeals of West Virginia dated XXX, the above-named attorney was *suspended/disbarred* from practicing law in the State of West Virginia. [As you may know, the above-named attorney *has died, has become disabled, or has abandoned his or her practice.*] Pursuant to this Order, I have been appointed by the Chief Judge in XXX County, West Virginia, to inventory the attorney's files and deliver them to the client.

As part of my inventory, I have possession of a legal file in which it appears you have an interest. (*For active files*) This matter appears to be active and requires your immediate attention. To avoid potential prejudice to your legal matter, you should retrieve this file and consult with a new attorney immediately. You or your new attorney may contact me to arrange for the prompt turnover of the file. (*For inactive/closed files*) Kindly contact me to make arrangements to retrieve your file or have it released to a new attorney of your choice within the next 30 days. Please contact me prior to picking up your file.

Before I deliver your file to you, you must sign a written release authorizing the file transfer to you or to your new attorney. At the time your file is released, you will be also requested to sign a written receipt, or acknowledgment of its delivery to you or new attorney. As a matter of security, you will be required to produce some form of photo identification to ensure that the file is being released to an authorized person. **Please take notice that files not claimed in a timely manner may be destroyed.**

I am not permitted to provide you with legal representation or advice in this matter. If you are in need of a referral for a new attorney, you may contact the Lawyer Referral Service at either [www.wvlawyerreferral.com](http://www.wvlawyerreferral.com) or (304) 553-7220 or toll free at 866-989-8227 for assistance. Thank you for your cooperation.

Sincerely,

Encl: Release for client file

LAW OFFICES OF JOHN DOE

Date

*Via certified and regular U.S. mail*

Client Name  
Client Address

**Re: Attorney Name**

Dear Client:

Enclosed please find a copy of my DATE letter to you, which is self-explanatory. To date, I have not received a response from you. Please respond within **ten (10) days** of your receipt of this letter.

**Please take notice** that if no response is received from you, or from an attorney on your behalf, it will be assumed that you have no further interest in obtaining your file. Your client file may be destroyed if you do not contact me to make arrangements to obtain your file.

Your attention to this matter is appreciated.

Sincerely,

LAW OFFICES OF JOHN DOE

Date

Client Name  
Client Address

**Re: Attorney Name**

Dear Client:

Enclosed please find a copy of my DATE letter to you, which is self-explanatory. Our file reflects that you previously advised this office that you intended to retrieve your file. Please make the necessary arrangements to do so within **ten (10) days** of your receipt of this letter.

**Please take notice** that if no response is received from you, or from an attorney on your behalf, it will be assumed that you have no further interest in obtaining your file. Your file may be destroyed at a future date if you do not retrieve your file.

Your attention to this matter is appreciated.

Sincerely,

**Notice**

[*Trustee Name*], the court appointed trustee to inventory the files of [*attorney*], hereby notify the public that client files previously in the possession of [*attorney's*] are now in my custody, being held at [*insert location*]. Former clients of [*attorney*], or a duly authorized representative, may arrange to retrieve client files by contacting the undersigned in advance. Files will be released only upon production of photo identification and the signing of a receipt acknowledging delivery.

Please take further notice that client files not picked up by [*insert date*] may be destroyed.

Contact Information for Trustee: Name, Address, Telephone Number

**RELEASE FOR CLIENT FILE(S)**

By my signature set forth below I hereby request the return of my client file from \_\_\_\_\_, said file having been retrieved from the offices of my former attorney, \_\_\_\_\_, a [*insert one suspended/disbarred/died, is disabled, or is missing*] member of the West Virginia State Bar. I have been notified that I should retain substitute counsel immediately to handle any ongoing legal matters in which I am involved. Enclosed herewith is a copy of my driver’s license or other picture identification.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number

Special Instructions: \_\_\_\_\_  
For example: I request that my file be sent to my new attorney, \_\_\_\_\_, at \_\_\_\_\_.

**ACKNOWLEDGMENT OF RECEIPT OF FILE(S)**

I, \_\_\_\_\_, hereby acknowledge that I have received my legal file from the office of \_\_\_\_\_, the court appointed trustee for the client files of \_\_\_\_\_.

I acknowledge that I have been informed that by Order dated \_\_\_\_\_, that my former attorney, \_\_\_\_\_, has been [*suspended/disbarred/died, is disabled, or is missing*] and I should retain substitute counsel immediately to handle any ongoing legal matters in which I am involved.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number

FOR OFFICE USE ONLY:

Form of identification presented: \_\_\_\_\_

Approved by: \_\_\_\_\_

**FINAL NOTICE TO CLIENTS**

Date

To Clients of [Attorney]:

By letter dated \_\_\_\_\_, \_\_\_\_\_, you were advised that your former attorney, \_\_\_\_\_, has been [*suspended/disbarred/died, is disabled, or is missing*] and that you should make arrangements to pick up your file and obtain a new attorney to represent you in any ongoing legal matters.

To date, neither you nor anyone on your behalf has made arrangements to pick up your file. As of the date of this letter, all files of [*attorney*] will be transferred to the custody of the Office of Disciplinary Counsel. The Office Disciplinary Counsel's telephone number is 304-558-7999.

No action will be taken on your behalf with respect to any legal matters for which you sought legal advice from [*attorney*]. To preserve any rights you may have, you should seek counsel immediately.

Sincerely,