

Attachment E

DEPARTING LAWYER CHECKLIST		
	Responsible Individual	Date Completed
Immediately, upon Notice of Departure		
Appoint a transition partner to oversee departure process		
Conduct a transition interview with the departing lawyer, covering:		
Status of all open matters on which departing lawyer is working		
Restrictions on solicitation of clients and staff		
Confidentiality of firm information		
Relevant terms of the partnership or shareholder agreement		
Notice to clients of departure		
Protect firm and client information:		
Restrict access to firm proprietary information		
Monitor download of electronic files		
Monitor copying of paper files by departing lawyer or assistant		
Run list of clients and matters for which departing lawyer has primary or supervising responsibility (“affected clients”)		
Notify affected clients of departure (preferably jointly with departing lawyer) and request direction by date certain regarding choice of counsel		
Prior to Departure		
Monitor response of affected clients to departure notice and follow up with those that fail to respond by specified date		
Identify departing lawyer’s files that will be (1) transferred to new firm, (2) remain at this firm, and (3) held pending payment of fees		
Oversee transfer of client files to departing lawyer’s new firm:		
Ensure receipt of client-executed transfer form for any files transferred		
Determine form of files to be transferred (electronic/paper) and strip confidential metadata from electronic files		
Review files; remove any documents not to be transferred; identify documents to be copied or Bates stamped		

	Responsible Individual	Date Completed
Copy and Bates stamp all or parts of files, as designated		
Obtain agreement by departing lawyer and new firm to allow access and maintain files for specified time		
Send disengagement letters to clients transferring matters to new firm		
Arrange billing and collection changes		
Oversee client matters that are not being transferred to departing lawyer's new firm:		
Identify approaching deadlines and other activity on client matters requiring immediate attention and ensure lawyer attention to those matters		
Transition client files to other firm lawyers		
Identify those clients/matters firm does not want to retain and consult firm experts about withdrawal options and procedures; proceed accordingly		
Substitute appearances in all litigation and other counsel of record matters		
Conduct an exit interview of the departing lawyer, covering:		
Procedures for review and delivery of future mail, voice mail, and e-mail		
Any issues departing lawyer anticipates		
Assurance that departing lawyer is not taking any nonclient or proprietary information		
HR issues		
Provide departing lawyer with a memorandum listing post-departure obligations, including:		
Maintaining the confidentiality of firm and client information		
Notifying the firm of any claim or threatened claim for work done at firm		
Consider interviewing departing lawyer's secretary, legal assistants, and other lawyers with whom the departing lawyer worked		
At or Immediately Prior to Departure		
Disable voice mail and have calls transferred to designated person		
Disable e-mail address and have messages forwarded to designated person		

	Responsible Individual	Date Completed
Enable autoreply e-mail message with contact information for firm and the departing lawyer		
Alert mailroom to forward paper mail to designated person		
Retrieve any firm-owned laptop, BlackBerry, and other property in lawyer's possession		
Disable access to firm intranet and any firm extranets		
Disable passwords for Lexis, Westlaw, and any other for-pay Internet services		
Check whether any files were improperly downloaded or copied by the departing lawyer		
Review e-mail and voice mail messages received by the departing lawyer for 30 days prior to departure		
Update billing information on all transferred matters		
Remove all references to departing lawyer on firm Web site, literature and promotional materials, and legal directories		
Postdeparture		
Ensure that no files or other materials remain in lawyer's office		
Review incoming mail, both paper and e-mail; forward as appropriate		
Verify substitution of counsel in all litigation and other counsel of record matters		
After 90 days, disable departed lawyer's e-mail account		
Maintain list of files transferred to departing lawyer's new firm		