



Practice Resource

Withdrawal from the practice of law

Samples: newspaper notice and letter to clients

For members who withdraw from the practice of law, the following is suggested:

Sample wording for notice for newspapers

“Notice to clients of **[name/law firm]** that **[he/she]** will be retiring from the practice of law on **[date]**. Clients should contact **[name]** at **[phone number]** to obtain their open or closed files, original wills, valuable papers, funds in trust and corporate records as soon as possible.”

Suggested form of letter to clients

“I will be retiring from the practice of law on **[date]**.”

A review of my records indicates that you have the following file(s) or documents at this office:

1. [file name] [Relevant details, e.g., open file, closed file, wills, trust funds, corporate records, etc.]
2. ...

Please contact me immediately to make arrangements to obtain **[this file/these files]** or to provide me with instructions to forward **[it/them]** to new counsel, including any balance of funds remaining in trust. For many legal files, notifications of the change in solicitor must be given promptly to avoid any legal steps being taken against you. Your new lawyer can do this for you or I would be pleased to assist you in this regard before **[date]**.

Unclaimed trust funds will be sent to the Law Society of British Columbia. Other documents that are unclaimed may eventually be destroyed.

[For corporate records clients:] I note that my office serves as a registered and records office for **[name of corporation]**. I cannot continue to provide this service after **[date]**. Please advise where your new registered and records office will be located. A notice of change of registered and records office must be filed with the government. Your new lawyer can do this for you or I will be pleased to assist you in this regard before **[date]**. Failure to notify the government of your new registered and records office can result in the corporation being struck off the rolls of incorporated companies. All assets of the corporation would then revert to the Crown.

I look forward to hearing from you.”