

Checklist

Disposal Information

Member name		
Member number		
Date		
	Yes / No / NA	Details

Pursuant to Law Society Rule 3-87 (1), before leaving a firm in British Columbia, a lawyer must advise in writing of his or her intended disposition of all of the following that relate to the lawyer's practice in British Columbia and are in the lawyer's possession or control:

- (a) open and closed files;
- (b) wills and wills indices;
- (c) titles and other important documents and records;
- (d) other valuables;
- (e) trust accounts and trust funds;
- (f) fiduciary property.

3-87 (2) Within 30 days after withdrawing from the practice of law in British Columbia, a lawyer or former lawyer must confirm in writing that

- (a) the documents and property referred to in subrule (1) (a) to (d) have been disposed of, and any way in which the disposition differs from that reported under subrule (1),
- (b) all trust accounts referred to in subrule (1) (e) have been closed (please attach a copy of your final bank statement or letter from your bank confirming account closure) and that
 - (i) all the balances have been
 - (A) remitted to the clients or other persons on whose behalf they were held,
 - (B) transferred to another lawyer with written instructions concerning the conditions attaching to them, or
 - (C) paid to the Society under Rule 3-89, and
 - (ii) any net interest earned on a pooled trust account has been remitted to the Foundation in accordance with this Division, and
- (c) the lawyer or former lawyer has notified all clients and other persons for whom the lawyer is or potentially may become a personal representative, executor, trustee or other fiduciary regarding the lawyer or former lawyer's withdrawal from practice and any change in his or her membership status.

Signed: _____