



## Sample Firm Split Notice

### Letter 1

[Date]

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

RE: Smith v. Brown

Dear Ms. Smith:

Effective [date of withdrawal], your attorney Ms. Wilson will be withdrawing from the law firm of Day, Wilson & Jones, LLC which will thereafter be known as Day & Jones, LLC. Effective that same day [date], Ms. Wilson will begin practicing law with the firm of Wilson and Associates, PC, 333 State Street, Anytown, MT; telephone 406.123.2345.

We have appreciated the opportunity to serve you in the past. During the transition period, Mr. Howard of the firm Day & Jones, LLC, will handle your ongoing legal work without any interruption of service.

You do have the right to select the attorney and firm who will represent you in the future. You may choose Day & Jones, LLC; Wilson and Associates, PC; or you may request that your file be delivered to another law firm. If you wish, you may use the attached form to designate your choice of attorneys. In the event you choose another firm, we will of course cooperate in the smooth transition of your files. If you choose to represent yourself, you arrange to pick up your file.

Should you have any questions related to these matters, please contact us for further information.

Sincerely,

Day & Jones, LLC

By \_\_\_\_\_

Wilson and Associates, PC

By \_\_\_\_\_

**NOTE:** This material is intended as only an example which you may use in developing your own form. It is not considered legal advice and as always, you will need to do your own research to make your own conclusions with regard to the laws and ethical opinions of your jurisdiction. In no event will **ALPS** be liable for any direct, indirect, or consequential damages resulting from the use of this material.



## Letter 2

[Date]

Day & Jones, LLC  
1121 Center St.  
Anytown, MT 59899

RE: Smith v. Brown

Dear Mr. Day:

- I choose to have Day & Jones, LLC continue to handle the above-referenced file in the future.
- I choose to discharge Day & Jones, LLC and transfer the above-referenced file to Wilson and Associates, PC.
- I choose to transfer my file to the law firm of \_\_\_\_\_, thereby discharging the firm of Day, Wilson & Jones, LLC.

With respect to any files which I have decided to transfer to \_\_\_\_\_, please make arrangements to transfer those files promptly in an orderly manner. I acknowledge that Day, Wilson & Jones, LLC has a compensation claim for services rendered and expenses advanced on my behalf to date.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date