I [*Client Name*] elect to have [*Departing Attorney*] continue as my attorney of record for the following matter(s):

I hereby authorize the law office of [*Former Firm Name*] to deliver a complete copy of my file(s), to [*Departing Attorney*] at the following address:

For the purposes of this authorization, my “file” includes all information pertaining to my case(s), whether kept in electronic or paper form.

[*Client Signature*] [*Date*]

**IMPORTANT NOTICES**

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