

DUTY TO INFORM CLIENT WHEN A LAWYER ARRIVES AT A FIRM

LETTER FROM LAW FIRM

Dear Client:

Re: [MATTER]

We are pleased to announce that on [DATE], [ARRIVING LAWYER] will be joining our firm.

As you may be aware, [ARRIVING LAWYER]'s former firm of XYZ is representing the opposing party in the above matter. While employed at our firm, [ARRIVING LAWYER] will not be involved in this matter, will not work on the file at any time and does not possess any relevant information regarding it.

This is to inform you that we have taken steps to avoid any conflict in the circumstances. We understand that firm XYZ will be contacting you in this regard shortly*.

Please advise us in writing of any concerns with your continued representation so that we may address them without delay.

Sincerely,

Managing Partner/Responsible Lawyer

c. Firm XYZ

*While not required, such contact by the new firm would be considered a best practice. See Commentary to Rule 2.04(26) of the *Code of Professional Conduct*