



Law Society of Ireland

Regulation Department

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From the Registration Section

GUIDELINES FOR CEASING PRACTICE

Beforehand

- Decide on the date you will cease practice.
- Notify the Law Society in writing **on or prior to the date**
- Notify your insurers in writing **on or prior to the date**.

State that you will require run-off cover from the date of the expiry of your current PII cover.

When the date arrives

- Cease **all** legal services

Files: This means not carrying out any work on any file no matter how urgent, and includes not answering Land Registry queries and, especially, certifying title

Client account: Carry out no transactions on the client account except paying clients money due to them.

- Publish the fact that you have ceased practice.

As an immediate measure you may wish to put up a notice at your premises and, if the office is not being manned, a message on your answering machine.

After the date of cessation

- Files: Arrange to transfer all current files to another firm, or firms.

Those firms must then confirm instructions with each individual client. The new firm should enter into any such agreement having checked on the insurance implications for their own firm, and having carried out a proper due diligence exercise on all the files being taken, to assess the risk. Ideally, the insurers of both firms will **agree beforehand** whether or not the second practice will thereby become a "succeeding practice" **AND/OR**

- Carry out a wind up exercise. i.e. contact all the clients advising them to nominate a new solicitor to take their file.

Sort out undertakings on each file with the new solicitor and the recipient of the undertaking. Where there are no undertakings on the file, the clients themselves can be given the files. Clients are often very slow about taking up their files.

You must divest yourself of all files, current and closed, in all locations. (Nicola Darby for queries)

- Client account: File final accountant's report with the Law Society which shows that you no longer hold any client's monies. (Sorcha Hayes for queries)