

**LAW OFFICE CONTACT LIST**

**TABLE OF CONTENTS**

[**Affected Attorney**](#AffectedAtty) **1**

**People**

[**Spouse**](#Spouse) **1**

[**Office Manager**](#OfficeManager) **1**

[**Computer and Telephone Password Holder**](#PasswordHolder) **2**

[**Secretary/Paralegal**](#Secretary) **4**

[**Bookkeeper**](#Bookkeeper) **4**

[**Landlord**](#Landlord) **5**

[**Personal Representative**](#PersRep) **5**

[**Attorney**](#PersAtty) **5**

**[Accountant](#Accountant) 6**

[**Attorneys to Help with Practice Closure**](#AssistingAtty) **6**

[**Office-Sharer or of Counsel**](#OfficeShare) **8**

[**Other Important Contacts**](#OtherContacts) **8**

**Locations**

[**Post Office or Other Mail Service Box**](#POBox) **4**

[**Location of Will and/or Trust**](#LocWill) **7**

**Storage Locker Location 12**

**Safe Deposit Boxes 13**

**Other Important Locations 14**



**Insurance**

[**Office Property/Liability Coverage**](#InsPropLiab) **8**

[**General Liability Coverage**](#InsGenLiab) **9**

[**Legal Malpractice – Primary Coverage**](#InsLegMal) **9**

[**Legal Malpractice – Excess Coverage**](#InsLegMalExcs) **10**

[**Valuable Papers Coverage**](#InsValPap) **10**

[**Digital/Cyber Breach Insurance**](#InsDigCyber) **10**

[**Office Overhead/Disability Insurance**](#InsOvrheadDis) **10**

[**Health Insurance**](#InsHealth) **11**

[**Disability Insurance**](#Disability) **11**

[**Life Insurance**](#InsLife) **11**

[**Workers’ Compensation Insurance**](#InsWC) **12**

**Banking/Loans/Credit**

[**Lawyer Trust Account (IOLTA)**](#IOLTA) **16**

[**Individual Trust Account**](#IndivTrust) **16**

[**General Operating Account**](#OperatingAcct) **17**

[**Business Credit Card**](#CreditCards) **18**

**Organizations**

[**Also Admitted to Practice in the Following States**](#AlsoAdmitted) **21**

[**Professional Membership Organizations**](#ProfMemberships) **21**

[**Professional Corporations**](#Corps) **7**

[**Process Service Company**](#ProcessServ) **7**

**[Retirement Fund Information](#Retirement) 11**

[**Leases**](#Leases) **15**

[**Maintenance Contracts**](#MaintenanceContracts) **19**

[**Other Important Information**](#OtherImpInfo) **21**



**LAW OFFICE CONTACT LIST**

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| **AFFECTED ATTORNEY** |
| **ATTORNEY NAME:** |   | **AZ STATE BAR #** |  |
| **FEDERAL EMPLOYER ID #** |   | **STATE TAX ID #** |  |
| **OFFICE ADDRESS:** |   |
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|  |   |
|  |   |
| **OFFICE PHONE:** |   |
| **HOME ADDRESS:** |   |
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| **HOME PHONE:** |   | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
|  |
| **SPOUSE**  |
| **NAME:** |   |
| **WORK PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |   |
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| **OFFICE MANAGER** |
| **NAME:** |   |
| **HOME ADDRESS:** |  |
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| **WORK PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |   |

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| **COMPUTER AND TELEPHONE PASSWORD HOLDERS**  |
| **(Name of person who knows passwords or location where passwords are stored such as a safe deposit box)** |
| **NAME:** |  |
| **HOME ADDRESS:** |  |
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| **WORK PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **INTERNET SERVICE PROVIDER:** |  |
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| **SUBSCRIPTIONS / CONRACTS** |
| **CASE MANAGEMENT SOFTWARE:** |  |
| **DOCUMENT MANAGEMENT SOFTWARE:** |  |
| **SECURE DOCUMENT SHARING PROVIDER:** |  |
| **TIMEKEEPER / BILLING SOFTWARE:** |  |
| **PAYROLL / EMPLOYEE TIME SOFTWARE:** |  |
| **VOIP / WEBFAX COMPANY:** |  |
| **MAILING / SHIPPING ACCOUNTS AT:** |  |
| **SOCIAL MEDIA ACCOUNT HANDLER:** |  |
|  |
| **SOCIAL MEDIA MANAGER** |  |
| **ADDRESS:** |  |
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| **EMAIL ADDRESS:** |  | **PHONE:** |  |
| **SOCIAL MEDIA:** | ** FACEBOOK** | ** X** | ** BLUESKY** | ** LINKEDIN** |
|  | ** OTHER (List)** |
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| **IT PERSON** |
| **ADDRESS:** |  |
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| **EMAIL ADDRESS:** |  | **PHONE:** |  |
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| **WEB MANAGER** |
| **ADDRESS:** |  |
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| **EMAIL ADDRESS:** |  | **PHONE:** |  |
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| **BACKUP LOCATION:** |  |
| **WEB HOSTING COMPANY:** |  |
| **DOMAIN NAMES HELD:** |  |
| **BRANDING/MARKETING CONTACT:** |  |
| **BUSINESS UTIITIES:** |  |
| **LEGAL RESEARCH COMPANY:** |  |
| **PRINTING / PROMOTIONAL GOODS PROVIDER:** |  |
| **CELL SERVICE PROVIDER:** |  |
| **BUSINESS CELL / TEXTING NUMBERS:** |  |
| **CALENDAR MANAGER PROVIDER:** |  |

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| **LOAN INFORMATION** |
| **BUSINESS LOAN HLDER:** |  |
| **SBA LOAN:** |  |
| **PPP LOAN:** |  |
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| **POST OFFICE OR OTHER MAIL SERVICE BOX** |
| **LOCATION:** |  | **BOX NO.:** |  |
| **OBTAIN KEY FROM:** |  | **PHONE:** |  |
| **ADDRESS:** |  |
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| **OTHER SIGNATORY:** |  | **PHONE:** |  |
| **ADDRESS:** |  |
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| **SECRETARY / PARALEGAL** |
| **NAME:** |  |
| **HOME ADDRESS:** |  |
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| **HOME PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
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| **BOOKKEEPER** |
| **NAME:** |  |
| **HOME ADDRESS/WEBSITE:** |  |
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| **HOME PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
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| **LANDLORD** |
| **NAME:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **LOCATION OF OFFICE LEASE:** |  |
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| **LEASE EXPIRATION DATE:** |  |
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| **PERSONAL REPRESENTATIVE** |
| **NAME:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE** |  |
| **EMAIL ADDRESS:** |  |
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| **ATTORNEY** |
| **NAME:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |

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| **ACCOUNTANT** |
| **NAME:** |  |
| **ADDRESS/WEBSITE:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
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| **ATTORNEYS TO HELP WITH PRACTICE CLOSURE** |
| **FIRST CHOICE:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **SECOND CHOICE:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE** |  |
| **EMAIL ADDRESS:** |  |
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| **THIRD CHOICE:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE** |  |
| **EMAIL ADDRESS:** |  |
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| **LOCATION OF WILL AND/OR TRUST** |
| **ACCESS WILL AND/OR TRUST BY CONTACING:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE** |  |
| **EMAIL ADDRESS:** |  |
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| **PROFESSIONAL CORPORATIONS** |
| **CORPORATE NAME:** |  |
| **DATE INCORPORATED:** |  |
| **LOCATION OF CORPORATE MINUTE BOOK:** |  |
| **LOCATION OF CORPORATE SEAL:** |  |
| **LOCATION OF CORPORATE STOCK CERTIFICATE:** |  |
| **LOCATION OF CORPORATE TAX RETURNS:** | **CELL PHONE** |
| **CORPORATE ATTORNEY:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
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| **PROCESS SERVICE COMPANY** |
| **NAME:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **CONTACT:** |  |
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| **OFFICE-SHARER OR OF COUNSEL** |
| **NAME:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
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| **NAME:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
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| **OFFICE PROPERTY / LIABILITY COVERAGE** |
| **INSURER:** |  |
| **WEBSITE ADDRESS:** |  |
| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **CONTACT PERSON:** |  |
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| **OTHER IMPORTANT CONTACTS** |
| **NAME:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **REASON FOR CONTACT:** |  |
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| **OTHER IMPORTANT CONTACTS – Cont’d** |
| **NAME:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **REASON FOR CONTACT:** |  |
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| **NAME:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **REASON FOR CONTACT:** |  |
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| **GENERAL LIABILITY COVERAGE** |
| **INSURER:** |  |
| **WEBSITE ADDRESS:** |  |
| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **CONTACT PERSON:** |  |
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| **LEGAL MALPRACTICE – PRIMARY COVERAGE** |
| **PROVIDER:** |  |
| **WEBSITE ADDRESS:** |  |
| **EMAIL ADDRESS:** |  |
| **PHONE:** | **CELL PHONE:** | **CELL PHONE** |  |
| **CONTACT PERSON:** |  |
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| **LEGAL MALPRACTICE – EXCESS COVERAGE** |
| **INSURER:** |  |
| **WEBSITE ADDRESS:** |  |
| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **POLICY NO.:** |  |
| **CONTACT PERSON:** |  |
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| **VALUABLE PAPERS COVERAGE** |
| **INSURER:** |  |
| **WEBSITE ADDRESS:** |  |
| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **POLICY NO.:** |  |
| **CONTACT PERSON:** |  |
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| **DIGITAL / CYBER BREACH INSURANCE** |
| **INSURER:** |  |
| **WEBSITE ADDRESS:** |  |
| **PHONE:** | **CELL PHONE:** |
| **EMAIL ADDRESS:** |  |
| **POLICY NO.:** |  |
| **CONTACT PERSON:** |  |
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| **OFFICE OVERHEAD / DISABILITY INSURANCE** |
| **INSURER:** |  |
| **WEBSITE ADDRESS:** |  |
| **PHONE:** | **CELL PHONE:** |
| **EMAIL ADDRESS:** |  |
| **POLICY NO.:** |  |
| **CONTACT PERSON:** |  |

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| **HEALTH INSURANCE** |
| **INSURER:** |  |
| **WEBSITE ADDRESS:** |  |
| **PHONE:** | **CELL PHONE:** |
| **EMAIL ADDRESS:** |  |
| **POLICY NO.:** |  |
| **PERSONS COVERED:** |  |
| **CONTACT PERSON** |  |
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| **DISABILITY INSURANCE** |
| **INSURER:** |  |
| **WEBSITE ADDRESS:** |  |
| **PHONE:** | **CELL PHONE:** |
| **EMAIL ADDRESS:** |  |
| **CONTACT PERSON** |  |
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| **RETIREMENT FUND INFORMATION** |
| **PLAN NAME:** |  |
| **ACCOUNT NUMBER(S):** |  |
| **PLAN ADMINISTRATOR & CONTACT PERSON:** | **CELL PHONE:** |
| **ADDRESS/WEBSITE:** |  |
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| **PHONE:** |  |
| **EMAIL ADDRESS:** |  |
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| **LIFE INSURANCE** |
| **INSURER:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **POLICY NO.:** |  |
| **PERSONS COVERED:** |  |
| **CONTACT PERSON:** |  |
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| **WORKERS’ COMPENSATION INSURANCE** |
| **INSURER:** |  |
| **ADDRESS/WEBSITE:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **POLICY NO.:** |  |
| **PERSONS COVERED:** |  |
| **CONTACT PERSON:** |  |
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| **STORAGE LOCKER LOCATION** |
| **STORAGE COMPANY:** |  | **LOCKER NO.:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  |
| **OBTAIN COMBINATION OR KEY FROM:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **ITEMS STORED:** |  |

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| **STORAGE LOCKER LOCATION – Cont’d** |
| **STORAGE COMPANY:** |  | **LOCKER NO.:** |  |
| **ADDRESS:** |  |
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| **OBTAIN COMBINATION OR KEY FROM:** |  |
| **ADDRESS:** |  |
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| **PHONE** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
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| **STORAGE COMPANY:** |  | **LOCKER NO.:** |  |
| **ADDRESS:** |  |
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| **OBTAIN COMBINATION OR KEY FROM:** |  |
| **ADDRESS:** |  |
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| **PHONE** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
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| **SAFE DEPOSIT BOXES** |
| **INSTITUTION:** |  | **BOX NO.:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  |
| **OBTAIN KEY FROM:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **OTHER SIGNATORY:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **ITEMS STORED:** |  |
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| **INTITUTION:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
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| **EMAIL ADDRESS:** |  |
| **ITEMS STORED:** |  |
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| **EMAIL ADDRESS:** |  |
| **ITEMS STORED:** |  |
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| **OTHER IMPORTANT LOCATIONS** |
| **ADDRESS:** |  |
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| **PHONE:** |  |
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| **ADDRESS:** |  |
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| **PHONE:** |  |
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| **LEASES** |
| **ITEM LEASED:** |  |
| **LESSOR:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **EXPIRATION DATE:** |  |

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| **LEASES – Cont’d** |
| **ITEM LEASED:** |  |
| **LESSOR:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **EXPIRATION DATE:** |  |
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| **ITEM LEASED:** |  |
| **LESSOR:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **EXPIRATION DATE:** |  |
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| **LAWYER TRUST ACCOUNT (IOLTA)** |
| **IOLTA:** |  |
| **INSTITUTION:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  |
| **ACCOUNT NO.:** |  |
| **OTHER SIGNATORY:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **INDIVIDUAL TRUST ACCOUNT** |
| **NAME OF CLIENT:** |  |
| **INSTITUTION:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **ACCOUNT NO.:** |  |
| **OTHER SIGNATORY:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
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| **GENERAL OPERATING ACCOUNT** |
| **INSTITUTION:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  |
| **ACCOUNT NO.:** |  |
| **OTHER SIGNATORY:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |

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| **GENERAL OPERATING ACCOUNT – Cont’d** |
| **INSTITUTION:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  |
| **ACCOUNT NO.:** |  |
| **OTHER SIGNATORY:** |  |
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| **ACCOUNT NO.:** |  |
| **OTHER SIGNATORY:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
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| **BUSINESS CREDIT CARD** |
| **INSTITUTION:** |  |
| **WEBSITE:** |  |
| **PHONE:** |  |
| **ACCOUNT NO.:** |  |
| **OTHER SIGNATORY:** |  |
| **USER NAME:** |  |
| **BUSINESS CREDIT CARD – Cont’d** |
| **INSTITUTION:** |  |
| **WEBSITE:** |  |
| **PHONE:** |  |
| **ACCOUNT NO.:** |  |
| **OTHER SIGNATORY:** |  |
| **USER NAME:** |  |
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| **INSTITUTION:** |  |
| **WEBSITE:** |  |
| **PHONE:** |  |
| **ACCOUNT NO.:** |  |
| **OTHER SIGNATORY:** |  |
| **USER NAME:** |  |
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| **MAINTENANCE CONTRACTS** |
| **ITEM COVERED:** |  |
| **VENDOR:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  |
| **EMAIL:** |  |
| **EXPIRATION:** |  |
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| **ITEM COVERED:** |  |
| **VENDOR:** |  |
| **ADDRESS:** |  |
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| **EXPIRATION:** |  |

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| **MAINTENANCE CONTRACTS – Cont’d** |
| **ITEM COVERED:** |  |
| **VENDOR:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  |
| **EMAIL:** |  |
| **EXPIRATION:** |  |
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| **ALSO ADMITTED TO PRACTICE IN THE FOLLOWING STATES** |
| **STATE OF:** |  |
| **BAR ADDRESS:** |  |
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| **PHONE:** |  |
| **BAR ID NO.:** |  |
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| **STATE OF:** |  |
| **BAR ADDRESS:** |  |
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| **PHONE:** |  |
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| **BAR ADDRESS:** |  |
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| **PROFESSIONAL MEMBERSHIP ORGANIZATIONS** |
| **NAME:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **MEMBER NUMBER:** |  |
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| **NAME:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  |
| **EMAIL ADDRESS:** |  |
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| **PHONE:** |  |
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| **OTHER IMPORTANT INFORMATION** |
| **NAME:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **REASON TO CONTACT:** |  |
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| **NAME:** |  |
| **ADDRESS:** |  |
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| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **REASON TO CONTACT:** |  |
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| **NAME:** |  |
| **ADDRESS:** |  |
|  |  |
|  |  |
| **PHONE:** |  | **CELL PHONE:** |  |
| **EMAIL ADDRESS:** |  |
| **REASON TO CONTACT:** |  |



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