



### **Succession Planning Checklist**

*This checklist is provided to members of the State Bar of New Mexico for use in developing a succession plan. This list is meant as a guideline only. Every lawyer is responsible for developing and maintaining their own succession plan, tailored to each one's individual circumstances and needs, which details the steps to be taken in the event of the lawyer's extended incapacity from practicing law, or the lawyer's disability or death. If you use this form, you should keep the information listed on this form in a safe location accessible only by you, but instruct your assisting lawyer how to find this checklist, including providing information for electronic access if you choose to compile and save this information electronically, in the event you have an extended incapacity from practicing law, or become disabled or deceased.*

**LAWYER:** \_\_\_\_\_

**LAW FIRM:** \_\_\_\_\_

**UPDATED AS OF:** \_\_\_\_\_ (should be updated at least annually)

#### **CONTACTS:**

##### **1. Assisting Lawyer:**

**Name** \_\_\_\_\_

**Law Firm** \_\_\_\_\_

**Address** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone No(s)** \_\_\_\_\_

**Notified of and Agreed to Plan on:** \_\_\_\_\_

##### **2. Administrative Assistant:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone No(s)** \_\_\_\_\_

##### **3. POA or Legal Representative, if any:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone No(s)** \_\_\_\_\_

**STEPS TO BE TAKEN IN THE EVENT OF EXTENDED INCAPACITY FROM PRACTICING LAW, DISABILITY, OR DEATH - ATTACHED**

**Attach instructions for your Assisting Lawyer**

**ACTIVE CLIENTS AND CASES: - ATTACHED**

*Attach a current list of clients, their contact information, and cases/matters which are open*

**USER NAMES, PASSWORDS, SOFTWARE/OPERATING SYSTEMS, LOCATION OF FILES (or identify the person who knows passwords and/or location of lists):**

1. Your Bar Numbers: NM \_\_\_\_\_ Other(s) \_\_\_\_\_

2. Your email addresses

Email address \_\_\_\_\_

Password \_\_\_\_\_

Email address \_\_\_\_\_

Password \_\_\_\_\_

Email address \_\_\_\_\_

Password \_\_\_\_\_

3. Location of your calendar and, if online, the user name and password:

Location \_\_\_\_\_

User name, if any: \_\_\_\_\_ Password, if any \_\_\_\_\_

4. Computer(s)

User name, if any \_\_\_\_\_

Password, if any \_\_\_\_\_

User name, if any \_\_\_\_\_

Password, if any \_\_\_\_\_

5. Voicemail, phone number and password, if any:

\_\_\_\_\_

6. Passwords for other accounts/subscriptions/files:

*Attach a current list of accounts/subscriptions/files, and the associated passwords; or the name and password for an electronic password keeper if one is being used*

7. Location of client files (open and closed):

Physical \_\_\_\_\_

Electronic \_\_\_\_\_

**BANK ACCOUNTS:**

**1. IOLTA (Trust Account), if any**

**Name of Account** \_\_\_\_\_

**Bank and Branch** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Other signers on the account** \_\_\_\_\_

**Location of trust account records** \_\_\_\_\_

**Location of checkbook** \_\_\_\_\_

**2. Operating Account(s)**

**Name of Account** \_\_\_\_\_

**Bank and Branch** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Other signers on the account** \_\_\_\_\_

**Location of account records** \_\_\_\_\_

**Location of checkbook** \_\_\_\_\_

**Name of Account** \_\_\_\_\_

**Bank and Branch** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Other signers on the account** \_\_\_\_\_

**Location of account records** \_\_\_\_\_

**Location of checkbook** \_\_\_\_\_

**LOCATION OF BILLING/INVOICES/FIRM RECORDS:**

**Physical** \_\_\_\_\_

**Electronic** \_\_\_\_\_

**PROFESSIONAL LIABILITY INSURANCE:**

**Company/Broker** \_\_\_\_\_

**Location of Policy/Dec. Sheet** \_\_\_\_\_

**OTHER:**

**Information about keys/combination(s) to P.O. Boxes, safes, locked cabinets, electronic password keepers, etc.**

**a.** \_\_\_\_\_

**b.** \_\_\_\_\_

**c.** \_\_\_\_\_

**Attach additional pages/instructions as necessary and indicate here** \_\_\_\_\_