



Here is a checklist itemizing the key information necessary to share in the case of an emergent health matter:

**CHECKLIST: PREPARATION FOR EMERGENT INTERRUPTION IN LAW FIRM SERVICES**

Identify assisting/succession attorney/designated emergency attorney

Assisting/Succession attorney agreement form

Ensure assisting/succession attorney is listed in professional liability insurance contract

Add assisting/succession attorney clause to retainer agreements

Form letter for client notification

Form letter for court notification

Form letter for attorney notification

Form letter for vendor notification

Password storage for assisting/succession attorney

Open files list

Closed files list

Provide for assisting/succession attorney's IOLTA access/signatory ability

Assisting attorney's access to calendar system

P.O. Box information

Electronic mail/filing access information

Designated county bar contact for general inquiries (if the county or affinity bar association has provided such a person)

The NJSBA online portal for general assistance