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## **LAW FIRM MASTER LIST OF CONTACTS AND IMPORTANT INFORMATION**

*Important note: In order to ensure access to a list in case of an emergency, a current copy of this list should be kept off-site, e.g., in case the copy at the law firm is destroyed, and should probably be provided to the attorney's spouse or other appropriate person(s). It may be preferable to keep all of this information in electronic format.*

**ATTORNEY NAME:**

Social Security #:

**FIRM NAME:**

OCA Registration #:

Federal Employer ID #:

CAF #:

Date of Birth:

Office Address:

Office Phone:

Office Box:

Home Address:

Home Phone:

Cell Phone:

Password: \_\_\_\_\_

E-mail Address:

Password: \_\_\_\_\_

URL:

Internet Service Provider:

**SPOUSE:**

Name:

Work Phone:

Cell Phone:

Employer:

**FORMER EMPLOYER WITHIN PREVIOUS FIVE YEARS:**

Name:

Office Address:

Office Phone:

**OFFICE MANAGER:**

Name:

Home Address:

Home Phone:

Cell Phone:

**COMPUTER AND TELEPHONE PASSWORDS:**

(Name of person who knows passwords or location where passwords are stored)

Name:

Home Address:

Home Phone:

Work Phone:

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Cell Phone:

**SECRETARY/ADMINISTRATIVE ASSISTANT:**

Name:

Home Address:

Home Phone:

Cell Phone:

**BOOKKEEPER:**

Name:

Home Address:

Home Phone:

Cell Phone:

**LEGAL ASSISTANT:**

Name:

Home Address:

Home Phone:

Cell Phone:

**LANDLORD:**

Name:

Address:

Phone:

**LOCATION OF OFFICE LEASE:**

**DATE LEASE EXPIRES:**

**NAMED EXECUTOR:**

Name:

Address:

Phone:

**ATTORNEY FOR SPECIAL MATTERS:**

Name:

Office Address:

Office Phone:

**ACCOUNTANT:**

Name:

Office Address:

Office Phone:

**ATTORNEY ENGAGED TO CLOSE PRACTICE:**

Name:

Office Address:

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Office Phone:

**LOCATION OF AGREEMENT ENGAGING ATTORNEY TO CLOSE PRACTICE:  
ATTORNEYS TO ASSIST WITH PRACTICE CLOSURE (if none appointed):**

First Choice:

Office Address:

Office Phone:

Alternate Choice:

Office Address:

Office Phone:

**LOCATION OF WILL AND/OR TRUST:**

Access Will and/or Trust by Contacting:

Address:

Phone:

**PROCESS SERVICE COMPANY:**

Name:

Address:

Phone:

Email/fax:

Contact:

**OFFICE-SHARER OR "OF COUNSEL":**

Name:

Address:

Office Phone:

**OFFICE PROPERTY/LIABILITY COVERAGE:**

Insurer:

Address:

Phone:

Email/fax:

Policy No.:

Broker or other contact person:

**LEGAL MALPRACTICE COVERAGE:**

Insurer:

Address:

Phone:

Email/fax:

Policy No.:

Broker or other contact person:

**HEALTH INSURANCE:**

Insurer Name:

Address:

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Phone:  
Email/fax:  
Policy No.:  
Persons Covered:  
Contact Person:

**DISABILITY INSURANCE:**

Insurer Name:  
Address:  
Phone:  
Email/fax:  
Policy No.:  
Broker or other contact person:

**LIFE INSURANCE:**

Insurer Name:  
Address:  
Phone:  
Email/fax:  
Policy No.:  
Broker or other contact person:

**WORKERS' COMPENSATION INSURANCE:**

Insurer Name:  
Address:  
Phone:  
Email/fax:  
Policy No.:  
Contact Person:

**PENSION:**

Administrator:  
Address:  
Phone:  
Institution:  
Address:  
Phone:  
Account #:

**STORAGE LOCATION:**

Storage Company for Location:  
Address:  
Phone:  
Obtain Key From:  
Address:  
Phone:  
Items Stored:

Locker or Room #:

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**SAFE DEPOSIT BOXES (BUSINESS):**

Institution:

Address:

Phone:

Obtain Key From:

Address:

Contact Person:

**SAFE DEPOSIT BOXES (PERSONAL):**

Institution:

Box No.:

Address:

Phone:

Obtain Key From:

Address:

Contact Person:

**LEASES:**

Item Leased:

Lessor:

Address:

Phone:

Expiration Date:

Item Leased:

Lessor:

Address:

Phone:

Expiration Date:

Item Leased:

**LAWYER TRUST ACCOUNT:**

IOLA:

Institution:

Address:

Phone:

Account Number:

Other Signatory:

Address:

Phone:

Password:

**OTHER CLIENT ACCOUNTS:**

Name of Client:

Institution:

Address:

Phone:

Account Number:

Other Signatory:

Address:

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Phone:  
Password:

**GENERAL OPERATING ACCOUNT:**

Institution:  
Address:  
Phone:  
Account Number:  
Password:

**OTHER ATTORNEY ACCOUNTS:**

Institution:  
Address:  
Phone:  
Account Number:  
Other Signatory:  
Address:  
Phone:  
Password:

**BUSINESS CREDIT CARDS:**

Institution:  
Address:  
Phone:  
Account Number:  
Other Signatory:  
Address:  
Phone:  
Password:

Institution:  
Address:  
Phone:  
Account Number:  
Other Signatory:  
Address:  
Phone:  
Password:

**MAINTENANCE CONTRACTS:**

Item Covered:  
Vendor Name:  
Address:  
Phone:  
Expiration:

Item Covered:  
Vendor Name:

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Address:  
Phone:  
Expiration:

Item Covered:  
Vendor Name:  
Address:  
Phone:  
Expiration:

**OTHER IMPORTANT CONTACTS:**

Name:  
Address:  
Phone:  
Reason for Contact:

Name:  
Address:  
Phone:  
Reason for Contact:

Name:  
Address:  
Phone:  
Reason for Contact:

**PROFESSIONAL MEMBERSHIP ORGANIZATIONS:**

Name:  
Address:  
ID #:

**ALSO ADMITTED TO PRACTICE IN THE FOLLOWING STATES, JURISDICTIONS, AND BEFORE THE FOLLOWING COURTS:**

State of:  
Bar Address:  
Phone:  
Bar ID #:

State of:  
Bar Address:  
Phone:  
Bar ID #:

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