



THE FLORIDA BAR

INVENTORY ATTORNEY MANUAL

DIRECTORY OF BRANCH OFFICES

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INVENTORY ATTORNEY MANUAL

PREFACE

A copy of this manual will be available to each Inventory Attorney assigned to an inventory proceeding. This manual is intended to acquaint all interested individuals with the Right to Inventory rules and procedures of The Florida Bar. This manual is intended to be only a guide and a starting point for persons appointed or interested in determining the requirements of the inventory attorney procedures. The Florida Bar makes no warranties about the content hereof. Suggestions for changes or additions to the manual are solicited.

(CAVEAT: Because the Rules Regulating The Florida Bar are amended from time to time, readers of this manual are urged to consult the current Rules Regulating The Florida Bar at www.floridabar.org.

Authority and Governing Rules

Right to Inventory - Rule 1-3.8

Whenever an attorney is suspended, disbarred, becomes a delinquent member, abandons a practice, disappears, dies or suffers an involuntary leave of absence due to military service, catastrophic illness, or injury, and no partner, personal representative, or other responsible party capable of conducting the attorney's affairs is known to exist, the appropriate circuit court may appoint an attorney, or attorneys, to inventory the files of the subject attorney and to take such action as seems indicated to protect the interests of clients of the subject attorney.

Members of The Florida Bar are required by Rule 1-3.8(e) to designate an inventory attorney. When the services of an inventory attorney become necessary, an authorized representative of The Florida Bar shall contact the designated member and determine the member's current willingness to serve. Either Bar Counsel or the proposed inventory attorney will then file a petition for appointment of inventory attorney (Form IA-1 attached) where the lawyer's practice is located. A judge will be assigned to preside over the case and an order appointing the Inventory Attorney will be issued (Form IA-2). When Bar Counsel files the petition for appointment, Bar Counsel must receive notice of all pleadings.

Upon appointment as inventory attorney, a list should be compiled of all cases of the subject attorney including active and inactive files. All files are reviewed and the inventory attorney can apply for an injunction freezing the bank accounts of the subject attorney. Each client is notified that an inventory attorney has been appointed by sending a notification letter (Form IA-3) along with a Request for File Disposition (Form IA-4) to be completed by the client and returned to the inventory attorney.

An initial report of inventory attorney is filed with the Circuit Court (Form IA5).

Once each client of the subject attorney has been notified, their files have been distributed to them, or they have declined to receive their files, or they cannot be located or they fail to respond to the notification and all trust account money has been delivered to the rightful owner, the inventory file may be closed.

Certain expenses incurred by the inventory attorney will be reimbursed by The Florida Bar upon submission of any documents evidencing the expense along with an affidavit detailing the expenditures. Typical expenses which are reimbursable include actual postage and stationery costs, mileage, short term storage fees, file shredding, and some clerical expenses. Bar Counsel can provide further details upon request.

Operating and Trust Account Funds - Rule 5-1.1

Part of the responsibility of an inventory attorney requires disposition of funds. Money that is properly in the lawyer's operating account belongs to the lawyer or the deceased lawyer's estate. Money properly in the trust account does not belong to the lawyer. When the rightful owner of funds in the trust account can be identified, a court order should be sought providing authority to disburse the funds to the rightful owner. If there are insufficient funds in the trust account to fulfill all trust obligations, a court order should be sought providing for pro rata distribution. If, after due diligence, the inventory attorney cannot locate the rightful owner, then that money should be disbursed to the Division of Financial Services, State of Florida, pursuant to rule 5-1.1(i) and Chapter 717, Florida Statutes. The telephone number for the abandoned property section is (850) 410-9000 or 1-888-258-2253, Florida Department of Financial Services, Bureau of Unclaimed Property.

Rule 5-1.1 Trust Accounts

(i) Unidentifiable Trust Fund Accumulations and Trust Funds Held for Missing Owners. When an attorney's trust account contains an unidentifiable accumulation of trust funds or property, or trust funds or property held for missing owners, such funds or property shall be so designated. Diligent search and inquiry shall then be made by the attorney to determine the beneficial owner of any unidentifiable accumulation or the address of any missing owner. If the beneficial owner of an unidentified accumulation is determined, the funds shall be properly identified as the lawyer's trust property. If a missing beneficial owner is located, the trust funds or property shall be paid over or delivered to the beneficial owner if the owner is then entitled to receive the same. Trust funds and property that remain unidentifiable and funds or property that are held for missing owners after being designated as such shall, after diligent search and inquiry fail to identify the beneficial owner or owner's address, be disposed of as provided in applicable Florida law.

FORM IA-1

**FILED BY BAR COUNSEL FOR THE FLORIDA BAR OR THE
PROPOSED INVENTORY ATTORNEY**

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

In Re:

THE FLORIDA BAR,

Petitioner,

Circuit Court Case No. _____

Florida Bar File No. _____

[SUBJECT ATTORNEY NAME],

A [disbarred, deceased, suspended, etc.] attorney.

_____ /

PETITION FOR APPOINTMENT OF INVENTORY ATTORNEY

(The Florida Bar OR Proposed Inventory Attorney) brings this Petition for Appointment of Inventory Attorney and says:

1. This Court has jurisdiction to entertain this petition and over the subject matter hereof pursuant to Rule 1-3.8, Rules Regulating The Florida Bar.

2. [Inventory Attorney Name], is a member of The Florida Bar and subject to the jurisdiction of this Court.

(OPTIONAL PARAGRAPHS, choose appropriate one):

3. Subject has been [disbarred/suspended, etc.] as of [enter date of order], by the Supreme Court of Florida, a copy of the [date of order] order is attached herewith and made a part hereof.

[OR]

3. Subject attorney is deceased/disabled, etc., and unable to practice law.

4. Subject attorney has no partner, executor or other responsible party capable of conducting subject attorney's affairs connected with the practice of law.

5. Upon information and belief of the undersigned, subject attorney has not been adjudicated an incompetent.

6. Subject attorney is in actual or constructive possession of certain files of clients and/or former client files.

7. The subject attorney's inability to practice law creates the probability of prejudice to such clients.

8. In order to protect the legal rights of the clients of subject attorney and minimize liability of subject attorney, if any, it is essential that all active files of subject attorney be inventoried pursuant to Rule 1-3.8, Rules Regulating The Florida Bar and appropriate action be taken to notify and otherwise protect said clients as provided in said rules.

9. Subject attorney is believed to have maintained a trust account and an office operating account.

10. That [Inventory Attorney Name], a member of The Florida Bar, [Inventory Attorney Address] [Inventory Attorney Phone], has consented to act as inventory attorney.

WHEREFORE, (The Florida Bar OR Proposed Inventory Attorney), by and through its undersigned representative, prays that this Honorable Court:

A. Appoint [Inventory Attorney Name], an attorney licensed to practice law in the State of Florida, as inventory attorney for [Subject Attorney Name] with the full powers and duties pursuant to Rule 1-3.8, Rules Regulating The Florida Bar.

B. Direct that [Inventory Attorney Name] proceed as soon as possible.

C. Direct that [Inventory Attorney Name] shall furnish progress reports to this Court

with copies to The Florida Bar periodically at such times and at such intervals as this Court may deem appropriate until the completion of [his/her] duties as inventory attorney and approval of the final report by this Court.

D. Direct that such writs as are necessary to enable the inventory attorney to carry out his duties under this court order will be issued forthwith by the clerk of this Court upon application of said attorney.

E. Direct that [Inventory Attorney Name] shall have full access to and authority to make deposits to and disbursements from the trust account(s) and operating account(s) of [Subject Attorney Name], and shall comply with the provisions of Rules 5-1 and 5-2, Rules Regulating The Florida Bar in all transactions involving said accounts.

[Bar Counsel Name], Bar Counsel OR Proposed
Inventory Attorney
The Florida Bar
[Branch Address] OR Inventory Attorney Address
[Branch Phone]
Florida Bar No. [Bar Counsel BarNo]

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing Petition for Appointment of Inventory Attorney regarding Civil Court Case No. _____ has been furnished by regular U.S. mail to the below listed individuals, on this _____ day of _____, ____.

[Bar Counsel Name]

Copy Provided To:
Staff Counsel, The Florida Bar
[DRName], Designated Reviewer
[GCCName], Chair

FORM IA-2

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

In Re:

THE FLORIDA BAR,

Petitioner,

Circuit Court Case No. _____

Florida Bar File No. _____

[SUBJECT ATTORNEY NAME],

A [disbarred, deceased, suspended, etc.] attorney.

_____/

ORDER APPOINTING INVENTORY ATTORNEY

THIS CAUSE came on to be heard upon the Petition of (The Florida Bar OR the inventory attorney) for appointment of an inventory attorney pursuant to Rule 1-3.8, Rules Regulating The Florida Bar, and the Court being otherwise fully advised in the premises and finding that:

[Subject Attorney Name] (OPTION 1: NOT SO IF DISBARRED) is a member of The Florida Bar and that he/she has been (disbarred/suspended/etc) by order of the Supreme Court of Florida,

[Subject Attorney Name] (OPTION 2) has abandoned (his/her) practice

[Subject Attorney Name] (OPTION 3) has disappeared or died and that no executor, partner, or responsible party capable of conducting (his/her) law practice affairs is known to exist; and that Subject Attorney Name] has in[his/her] actual or constructive possession files of clients or former clients and has not returned those files to such clients; and that in order to protect the rights of all concerned including Subject Attorney Name] and (his/her) clients and former clients, it is

ORDERED AND ADJUDGED:

1. [Inventory Attorney Name/Address/Phone], is hereby appointed as inventory attorney for [Subject Attorney Name] with full powers and duties pursuant to Rule 1-3.8, Rules Regulating The Florida Bar to carry out the function as inventory attorney.

2. The inventory attorney is directed to proceed as soon as possible to inventory the files of [Subject Attorney Name] and to take such action as he/she seems indicated to protect the interests of the clients of [Subject Attorney Name] as well as the interest of [Inventory Attorney Name].

3. [Inventory Attorney Name] is specifically authorized to accept employment as attorney in connection with the activities of cases found in the files inventoried as long as each client is given a free choice for the further employment of counsel.

4. [Inventory Attorney Name] shall not be obligated to accept employment as attorney in connection with any or all the active cases found in the files inventoried but he/she, at his/her option, may refuse to handle such files.

5. The inventory attorney shall furnish a progress report to this Court with copies to The Florida Bar, c/o[Bar Attorney Name], Bar Counsel, [Branch Name/Address] within 30 days of this order, and shall thereafter furnish periodic progress reports as this court may direct until completion of the duties as inventory attorney and approval of a final report by this Court.

6. The clerk of this Court shall issue, upon application of [Inventory Attorney Name], such writs as may be necessary to carry out this order.

7. The inventory attorney, [Inventory Attorney Name], shall have specific authority to have access to any and all bank accounts of [Subject Attorney Name], whether such bank account is operating, escrow, trust, estate or in any representative capacity.

DONE AND ORDERED in Chambers at _____, _____ County, Florida, this _____ day of _____, _____.

[Judge's Name], Circuit Judge

Copies Provided To:

[Personal Representative Name], Personal Representative OR [Subject Attorney Name]
Staff Counsel, The Florida Bar
[DR Name], Designated Reviewer
[GCChair Name], Grievance Committee Chair
[Inventory Attorney Name], Inventory Attorney

FORM IA-3

[Letterhead]
[Date]

[Client Name]
[ClientAddress]

In Re: [Subject Attorney Name]; Circuit Court Case No. _____
Florida Bar File No. _____

Dear [Client Name]:

I have been appointed by the circuit court as the Inventory Attorney for the files of [Subject Attorney Name] due to the fact that [Subject Attorney Name] has [died/been disbarred, etc.].

(NOTE: If the Subject attorney was disbarred, has died, disappeared or has been adjudicated incompetent, that fact should be substituted).

[Mr./Ms. Subject Attorney Last Name]'s files indicate that [he/she] has represented you in a legal matter. If this representation has not been fully completed, it is suggested that you contact and secure a new attorney and have your new attorney contact me immediately.

Your office file can be secured upon request, and must be picked up by you in person. No files will be delivered by mail unless you so indicate on the enclosed REQUEST FOR FILE DISPOSITION. Please indicate on the enclosed REQUEST FOR FILE DISPOSITION what disposition you wish to have made of the file, and mail this request to me at [Inventory Attorney Name/Address].

Please allow at least 5 working days after mailing the request before attempting to pick up your file.

If you have any questions, I can be contacted by telephone at [Inventory Attorney Phone], or my office at [Inventory Attorney Address].

Very truly yours,

[Inventory Attorney Name]
Inventory Attorney

FORM IA-4

REQUEST FOR FILE DISPOSITION

TO: [Inventory Attorney Name]
[Inventory Attorney Address]

Re: [Subject Attorney Name]; TFB File No. _____

I HEREBY request disposition of my office file held by [Inventory Attorney Name] as follows:

_____ I will pick up my file at your [Inventory Attorney Office Location] office.

_____ The legal matter contained in the file has been completed and the file may be destroyed.

_____ This is your authority to send the file via regular U.S. Mail to the person indicated below:

Very truly yours,

Name _____

Address _____

_____ Zip _____

Phone _____

FORM IA-5

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

In Re:

THE FLORIDA BAR,

Petitioner,

Circuit Court Case No. _____

Florida Bar File No. _____

[SUBJECT ATTORNEY NAME],

A [disbarred, deceased, suspended, etc.] attorney.

_____/

INITIAL REPORT OF INVENTORY ATTORNEY

Comes now [Inventory Attorney Name], as Inventory Attorney for the files of [Subject Attorney Name], and reports to the Court as follows:

1. I was appointed as inventory attorney by order of the court dated [Date of Order].
2. There has been delivered to me approximately [# of Files] files of [Subject Attorney Name] and so far as is known at this time this constitutes all of office files. Approximately [# of Active Files] of these files are active files on which [Subject Attorney Name] is the attorney of record. Each file has been examined and the party in interest has been notified of the pendency of this inventory proceeding and that their file may be secured from me upon application. As of this date, the following files have been disposed of as follows:

[List Files and disposition.]

3. The remaining files numbering approximately [# of files] contain copies of documents, letters and miscellaneous papers of no apparent value or use. Each file is being examined and an evaluation is made as to the necessity of notifying the client. If the file shows action or inquiry during the past six years, a letter is then written to the client, a copy of which is

hereto attached as Exhibit A, with a return letter to me indicating their choice as to the disposition of the file.

3a. Where files indicate that there has been no action or inquiry during the past six years or that they have been fully completed, such files are being held as "no action files," subject to future disposition or destruction.

3b. OPTIONAL: This court has granted authority to return all files to [Subject Attorney Name]'s former clients or to have them destroyed as the court may direct. A copy of this authority is hereto attached as Exhibit B.

4. As of the date of this report, approximately [# Letters mailed] letters have been mailed to clients concerning their files; approximately [# of No Action Files] files have been designated as "no action files" and [#Files Delivered] files have been delivered to clients or their respective attorney, or agent.

5. On, [Date applied for Injunction] I applied for and received an injunction freezing the bank accounts of [Subject Attorney Name]. The total amount in said bank(s) held under such order is \$_____ as will appear from the letter(s) from said bank(s) attached as Exhibit(s) _____. There are no other assets of [Subject Attorney Name] known to me at this time.

It is estimated that the cost of each letter to clients is approximately \$_____ for envelopes, photocopies, and postage. Unless otherwise directed by the court or The Florida Bar, I propose to continue with the disposition of files as above set forth.

Respectfully submitted this _____ day of _____, _____.

Inventory Attorney Name, Inventory Attorney
Inventory Attorney
Address Inventory
Attorney Phone Inventory
Attorney Bar Number

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing Initial Report of Inventory Attorney has been furnished by regular U.S. mail to Staff Counsel, The Florida Bar, 651 E. Jefferson Street, Tallahassee, FL 32399; and [Personal Representative Name], Personal Representative, this _____ day of _____, _____.

Inventory Attorney Name, Inventory Attorney

FORM IA-6

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

In Re:

THE FLORIDA BAR,

Petitioner,

Circuit Court Case No. _____

Florida Bar File No. _____

[SUBJECT ATTORNEY NAME],

A [disbarred, deceased, suspended, etc.] attorney.

_____/

SECOND REPORT OF INVENTORY ATTORNEY

Comes now[Inventory Attorney Name], as Inventory Attorney for the files of [Subject Attorney Name], and reports to the court the following:

1. Since the filing of the first report, I have ascertained that I received approximately [# of Files] office files.- Of these files approximately [# of Files] require no action.

2. The items reported in paragraph __ and paragraph __ of the initial report have been disposed of by delivery of files to clients or to their new attorneys.

3. The status of the office files of is approximately as follows, as of this date.

- a) Letters mailed to clients _____
- Requests for files _____
- Requests to destroy files _____
- No response to letters _____
- Letters returned undelivered _____
- b) Requests for files _____
- Files delivered _____
- Files requested but not delivered _____

4. Your petitioner makes the following recommendations concerning the disposition of all remaining files:

- a) That the approximately [# of Files] "no action" files be destroyed.
- b) That the [# of Files] "no response" files be destroyed.
- c) That the persons interested in the remaining [# of Files] files requested but not retrieved files be given a second notice and that any files not retrieved be destroyed as of [Date].
- d) That the receipts for the [# of Files] files delivered to clients be held by your petitioner until [Date], and on that date be destroyed.

5. Your petitioner, as inventory attorney has incurred the following expenses for which [he/she] requests reimbursement from The Florida Bar:

- a) Cost of mailing [# of Letters] letters at \$_____.
- b) Miscellaneous expense per statement attached \$_____.

Your petitioner represents that there are funds in [Subject Attorney's Name]'s operating account in the sum of \$_____ as will appear from Exhibit(s) attached to the initial report of inventory attorney filed herein. Those funds are the legal property of [Subject Attorney's Name] and Petitioner seeks authority of this Court to disburse them to [Subject Attorney's Name or to the Division of Financial Services, State of Florida, if the undersigned is unable to locate the subject attorney through reasonable efforts or if the estate is closed].

6. Your petitioner represents that there is a trust account balance of \$_____, representing trust funds of [Subject Attorney's Name] held in trust for clients. Petitioner will make diligent search and inquiry to ascertain the owners of these funds and seek further authority of this Court to disburse them to the owner of the funds.

WHEREFORE, your petitioner requests the entry of an order,

- a) Authorizing the destruction of files or such other disposition as the Court may direct;
- b) Authorizing the payment of expenses incurred by the inventory attorney in the distribution and destruction of files; and
- c) Holding in abeyance the disposition of the trust funds of [Subject Attorney Name] until such time as the rightful owners are located and a report is filed requesting proper disbursement of the funds.

[Inventory Attorney Name]
[Inventory Attorney Address]
[Inventory Attorney Phone]
[Inventory Attorney Bar Number]

FORM IA-7

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

In Re:

THE FLORIDA BAR,

Petitioner,

Circuit Court Case No. _____

Florida Bar File No. _____

[SUBJECT ATTORNEY NAME],

A [disbarred, deceased, suspended, etc.] attorney.

_____/

**FINAL REPORT OF INVENTORY ATTORNEY
AND PETITION FOR DISCHARGE**

Petitioner respectfully submits that on [Date of Court Order] was appointed as inventory attorney for the files and records of [Subject Attorney Name] pursuant to Rule 1-3.8, Rules Regulating The Florida Bar.

Petitioner has filed [his/her] report(s) of [his/her] actions as inventory attorney. On [Date of Order], an order was entered directing the distribution and payment of certain trust accounts and personal bank accounts of [Subject Attorney Name] and directing the destruction of the remaining office files.

Pursuant to said order of [Date of Order], petitioner has destroyed all of the remaining office files of [Subject Attorney Name].

Petitioner caused the funds in the trust accounts of [Subject Attorney Name] to be paid to [fill in appropriate name or agency].

Petitioner caused the funds in the operating account to be paid to [fill in appropriate name or agency].

Petitioner acknowledges receipt of the funds from The Florida Bar as set forth in said order as reimbursement of expenses incurred as inventory attorney.

WHEREFORE, having completed all duties as inventory attorney for [Subject Attorney Name] [Inventory Attorney Name] respectfully requests the entry of an order approving [his/her] actions and to discharge [Inventory Attorney Name] as inventory attorney.

Respectfully submitted this _____ day of _____, _____.

[Inventory Attorney Name], Inventory Attorney
[Inventory Attorney Address]
[Inventory Attorney Phone]
Florida Bar Number: [Inventory Attorney Bar No.]

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing Final Report of Inventory Attorney and Petition for Discharge has been furnished by regular U.S. mail to Staff Counsel, The Florida Bar, 651 E. Jefferson Street, Tallahassee, FL 32399; and to [Personal Representative Name], Personal Representative, [PR Address], on this _____ day of _____, _____.

[Inventory Attorney Name], Inventory Attorney

FORM IA-8

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

In Re:

THE FLORIDA BAR,

Petitioner,

Circuit Court Case No. _____

Florida Bar File No. _____

[SUBJECT ATTORNEY NAME],

A [disbarred, deceased, suspended, etc.] attorney.

_____/

ORDER

This cause coming on to be heard upon the reports of [Inventory Attorney Name], as inventory attorney for the files of [Subject Attorney Name], and the court being fully advised,

IT IS ORDERED:

1. That the approximately [Number of Files] "no action" files and the [Number of Files] "no response" files be destroyed immediately.
2. That the [Number of Files] files authorized to be destroyed by the persons interested in said files be destroyed immediately.
3. That the [Number of Files] files requested but not picked up, and the [Number of Files] files belonging to clients whose letters were returned undelivered, be held by the inventory attorney until [Date], and all such files not delivered by that date be destroyed.
4. That the receipts for files delivered to clients to be held by the inventory attorney until [Date], or for such additional time as the inventory attorney may elect, and on such date be destroyed.
5. That the sum of \$_____ in the operating account in the name of [Subject

Attorney Name] on deposit in [Name and Address of Banking Institution] be paid to [fill in appropriate name or agency].

6. That the balance of \$ _____ in the trust account in the name of [Subject Attorney Name] on deposit in [Name and Address of Banking Institution] be paid to [fill in appropriate name or agency].

DONE AND ORDERED, in chambers, this _____ day of _____, _____.

[Judge's Name], Circuit Judge
[Judge's Address]

Copies Provided To:

Staff Counsel, The Florida Bar

[Personal Representative - or Subject Attorney Name], Personal Representative/or Subject

[Inventory Attorney Name], Inventory Attorney

FORM IA-9

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

In Re:

THE FLORIDA BAR,

Petitioner,

Circuit Court Case No. _____

Florida Bar File No. _____

[SUBJECT ATTORNEY NAME],

A [disbarred, deceased, suspended, etc.] attorney.

_____ /

**RESPONSE TO FINAL REPORT
AND PETITION FOR DISCHARGE BY INVENTORY ATTORNEY**

The Florida Bar, by its undersigned authority, has reviewed and concurs with the final report of inventory attorney. The Florida Bar expresses its gratitude to the inventory attorney for [his/her] dedicated service and concurs in the request that an order be entered approving the final report and discharging the inventory attorney.

Respectfully submitted this _____ day of _____, _____.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing has been furnished by U.S. mail to Staff Counsel, The Florida Bar, 651 E. Jefferson Street, Tallahassee, FL 32399; to [Inventory Attorney Name], Inventory Attorney, [Inventory Attorney Address], and to [Subject Attorney Name], [Subject Attorney Address] OR [Personal Representative Name], [Personal Representative Address], on this _____ day of _____, _____.

Staff Counsel
The Florida Bar
651 E. Jefferson Street
Tallahassee, FL 32399
Florida Bar No.

FORM IA-10

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

In Re:

THE FLORIDA BAR,

Petitioner,

Circuit Court Case No. _____

Florida Bar File No. _____

[SUBJECT ATTORNEY NAME],

A [disbarred, deceased, suspended, etc.] attorney.

_____/

ORDER

This cause come on to be heard upon the petition of [Inventory Attorney Name], as inventory attorney for the files of and records of [Subject Attorney Name], for the approval of a final report and for discharge, and the court being fully advised, it is

ORDERED:

(1) That the final report of inventory attorney for the files and records of [Subject Attorney Name] be and is hereby approved.

2. That [Inventory Attorney Name] be and is hereby discharged as the inventory attorney for the files and records of [Subject Attorney Name].

DONE AND ORDERED, this _____ day of _____, _____.

[Judge's Name], Circuit Judge

Copies Provided To:

Staff Counsel, The Florida Bar

[Personal Representative - or Subject Attorney Name], Personal Representative/or Subject

[Inventory Attorney Name], Inventory Attorney