# Succession chart – temporary leave – could be recovery, surgery, accident recovery, illness, etc.

* Checklists
* Letter templates
* Personal examples of thinking I could do too much
* Personal examples of unreasonable client expectations and how to manage them
* Guidelines for planning ahead
* First aid if you were unable to plan ahead

# Practice leave policy will be helpful – MSBA is interested in forms and templates too.

# The case must be attended to during absence

## Withdraw - [http://lprb.mncourts.gov/articles/Articles/Withdrawing%20as%20counsel%20(ethically).pdf](http://lprb.mncourts.gov/articles/Articles/Withdrawing%20as%20counsel%20%28ethically%29.pdf)

### Is it required under the rules?

#### Competence

#### Representation would violate rules – you cannot communicate, etc..

#### Inability to complete the representation.

#### We can provide withdrawal letter language

### Is this allowed under the rules?

#### Material impact on client? Need examples

#### Need language for client notification of voluntary withdrawal – good option if client has been difficult or is triggering; not necessary to reveal personal information but withdrawal must be respectful.

### What are court rules for withdrawal – provide links and templates

## Associate with colleague

### Informed consent – we can provide language

### Your colleague is working at your direction

### Scope of work

#### Monitoring for emergencies only

#### Clear direction

## What will be your availability?

### Scope of work

### Your job is to attend to your health. Be reasonable.

### Your care team may place limits

# No action is required or expected

## Different notices depending on level of activity

### How soon is there a need?

### How “needy” is the client?

### What needs to be communicated? Back up? Set expectations

### What are arrangements to communicate during and after return

# Following or during leave, lawyer decides to close practice – refer to practice closure resources

# Following or during leave, lawyer is no longer able to continue practice – refer to practice closing or closing someone else’s practice resources