

SAMPLE

CHECKLIST FOR MOVING YOUR OFFICE

- ✓ Set moving date. Each person should pack his/her own office the day before the move.
- ✓ If new space requires remodel, ask for staff input on their work area requirements.
- ✓ Be sure you have sufficient electrical, telephone, and cable capabilities for current and future needs.

Notification of Move

- ✓ Advise current clients of upcoming move several weeks before the move. Give clients directions or map to new location. Update map and directions on firm web site, if applicable.
- ✓ Notify opposing counsel, courts and others involved in current matters of move **at the time of the move**. Some courts require a separate filing for each case. Multnomah County requires that a notice of new address be mailed or delivered to the Trial Court Administrator.
- ✓ Get a small red stamp that says, "Note new address." Use this next to letterhead on all correspondence mailed for the first couple of months after the move. People tend to use addresses from computerized address books and may not make the change when they receive a formal notice of a move.
- ✓ Have your receptionist incorporate a message regarding the move when answering phone calls.
- ✓ Change the recorded phone message for the office main number to include a notification of the new location.
- ✓ If attorneys and staff have direct phone lines, ask them to include a brief message about the new address in their voice mail messages.
- ✓ Order and be prepared to mail formal notices of the move as soon as the move is complete to:
 - Former clients
 - Other lawyers
 - Friends/family
 - Vendors
 - Government agencies
 - State Bar of Michigan (NOTE: Use the online Change of Address form provided on the Bar's website www.michbar.org under the Programs and Services link.
 - Local bar
 - Others you do business with
- ✓ Contact your telephone company. Do this as soon as you know you are moving because you want to be sure your new phones are installed by the time you move. Also, you will need to be sure you meet the deadline for advertising in the next year's phone book. If you must change your phone number, arrange for a referral message to be placed on your prior phone number. Check if automatic forwarding is available. **Call your old phone number to insure that your requested message or message and automatic call forward service is in place.**

- ✓ Notify post office and arrange for forwarding of mail. (If you are leaving a firm, the post office will not separate out your mail from firm mail. Make an arrangement for mail with your prior firm.)
- ✓ Notify insurance company of new address and inquire if any riders are needed for move.

Printing Needs

- ✓ Notify your bank and arrange for printing of new checks.
- ✓ Arrange for new business cards to be printed. Also, letterhead, envelopes, etc. if you don't use computer-generated letterhead.
- ✓ Update pleading templates on pleading paper and other court forms.
- ✓ Arrange for new signs on door, building, etc.

Website

- ✓ Notify your website designer that your office will be moving as soon as you know you are moving to allow changes to be made to the website, including any hyperlinks to office location maps from mapping services.
- ✓ Notify any affinity group, membership organization, or marketing portal websites, such as www.lawyer.com, that list your office address of your new address and phone number.

Preparing for Moving Furniture and Equipment

- ✓ Arrange for movers. Check references.
- ✓ Contact telephone company about installing new lines for phone, fax, Internet, etc. Arrange for this to be done well in advance of move or you may be in new office with no phone access.
- ✓ Arrange with computer consultant to set up equipment/network at new location. Don't plan computer upgrades to take place at time of move or you may find yourself without the use of your computers.
- ✓ Arrange with copier company to have the copier set up at the new location.
- ✓ Decide on layout of furniture and equipment in new office. Measure spaces to insure current furniture and equipment will fit. Be sure there is adequate space around equipment for repair people to make repairs.

The Actual Move

- ✓ Each person should pack her/his office.
- ✓ Label each box and label each drawer with a corresponding number. This way the morning after the move when you absolutely have to have something you know was kept in drawer "32," you can go to box "32" and find it.