Checklist for temporary leave – recognize that they attorney may be impaired.

* Determine realistically how much you can check in.
* Who can clients contact in the meantime?
* Who will
  + Check mail
  + Retrieve voicemail
  + Check email – what permissions are needed due to privilege?
* What are the circumstances under which the attorney may be contacted? Treatment now seldom requires that you disconnect for 28 days, but will work out a plan so you’re not practicing from treatment.
* No action needed letter to clients informing them of medical or other leave (if the practice leave policy is adopted, will that MSBA task force be interested in working on a form?) with contact if needed.
* Action may be needed letter, what is the plan?
* Form and procedure for withdrawal
* Procedure for informing courts of withdrawal
* Who will have access to files?
* Recommendation that this be added to retainer agreements?
* If someone is assisting, should be they protected in some way? There may be issues with case management, etc.

I have requested examples from other LAPs. Nothing yet, but I’m hopeful. We may be the first ones doing this.