

# Notification of Closing a Law Practice in the ACT

Send to: Nicole Crossley, The Law Society of the ACT, [nicole.crossley@actlawsociety.asn.au](mailto:nicole.crossley@actlawsociety.asn.au)

## Law Practice Details:

Trading Name

Phone Number

Trading Address

DX/Postal Address (if different)

Date on which the practice intends to cease providing legal services

## Client files:

Name of the person or law firm who will hold client files:

### Send completed forms to:

Nicole Crossley, Executive Secretary, ACT Law Society,  
[nicole.crossley@actlawsociety.asn.au](mailto:nicole.crossley@actlawsociety.asn.au)

or GPO Box 1562, Canberra ACT 2601

### Enquiries:

Phone 02 6274 0300.

## Structure and Trust Account:

Tick the business structure that applies to the law practice being closed:

Sole practitioner

Incorporated Legal Practice

(you must also complete an ILP notification form)

Partnership

Multi-Disciplinary Partnership

Does the law practice operate a trust account?

Yes

No

If **yes**, you must also complete the following forms: "Notification of Closing a General Trust Account", and "Notification Authorising or Terminating Trust Account Signatories", which can be found on the Society's website at [www.actlawsociety.asn.au/practising-law/trust-accounts/general-information](http://www.actlawsociety.asn.au/practising-law/trust-accounts/general-information).

## Authorised person completing this form:

Name

Position Held

Email

Signature

Date