

AUTHORITY FORM

18/Intervention/Sol/Sec/client/ref no

To: Russell-Cooke, Solicitors (name of agent)

2 Putney Hill, Putney, London SW15 6AB (address of agent)

Re: <Firm Name> (solicitors)

<Matter> (matter/s)

Ref:

I/We,

.....

Who live(s) at

.....

.....

Telephone number (day time)

.....

require the papers or documents formerly held by the above-named solicitors and now held by the Solicitors Regulation Authority to be sent to:

PLEASE READ THE ATTACHED FREQUENTLY ASKED QUESTION SHEET PRIOR TO MAKING A SELECTION BELOW

Please tick

a) **my solicitor** - please write name, address and reference below **OR** ☐

b) **my home address** – please write address below **OR** ☐

c) **other** – please write address below ☐

.....

.....

I have enclosed the Proof of Identity form: ☐

Signed:

Signed: Dated:

FREQUENTLY ASKED QUESTIONS

What if this letter is not addressed to me?

If you know the forwarding address of the person to whom this letter is addressed, please forward our letter to them and advise us of the new address.

If you do not know the forwarding address, please return the letter to us with a note stating that the addressee no longer resides at the address to which this letter has been sent.

Who needs to sign the authority form?

The authority form must be signed by all persons to whom this letter is addressed before we are able to release the file.

What is the Proof of Identity Form and why must I fill it in?

The proof of identity form sets out what proof of your identity you are sending to us with your request for your file. Please complete this form so that we can deal with your request without delay. The form is particularly important if you are submitting a claim form for monies on the firm's client account.

What is the Claim Form and why must I fill it in?

Part of our instructions from the Solicitors Regulation Authority are to investigate any monies that the firm held on its client account. If you believe you are entitled to any money, please notify us by completing, signing and returning the Claim Form. Depending on the outcome of our investigations, we might be instructed to distribute monies on the client account. It may take many months to conduct our investigations and we therefore suggest that you, in addition to sending us your claim form, contact the Solicitors Regulation Authority's Compensation Fund if you believe you are entitled to money on the client account.

What if the letter is addressed to a Company?

In the case of a company client, we require the following to be signed by a Director or the Company Secretary before we are able to release the file:

- The authority form attached to this letter; and
- A letter written on company letterhead requesting the release of the file.

What if I am a Trustee or Administrator of an Estate?

If you have received this letter as a Trustee or Administrator of an Estate, we require proof of your appointment (e.g. copy of trust deed, will or grant of probate) when you return the signed authority form.

What if the letter is addressed to a minor?

The legal guardian of the minor can provide authority for the release of the file. We require an additional letter from the legal guardian stating that:

- The person to whom our letter is addressed is a minor; and
- You have completed the authority form on behalf of the minor because you are the minor's legal guardian.

How do I find a new solicitor?

You can contact the Community Legal Service Directory Line on 0845 608 1122 to obtain a listing of solicitors who may be able to assist you.

What if my file is legally aided?

If you have applied to the Legal Services Commission for legal aid to assist in the payment of your solicitor's fees then your file can only be released to a firm of solicitors approved by the Legal Services Commission. When you contact the Community Legal Service Directory Line on the above number you must specify that your matter is legally-aided.

What if my file is a conveyancing file?

If your file is a conveyancing file, it is likely that your mortgagee also instructed your previous solicitor to undertake mortgage work relating to the conveyance of the property. We will therefore require the consent of your mortgagee before we are able to release the file. You should request your new solicitor to contact your mortgagee directly in this regard.