**Authorization for Release of Information from Former Attorney**

TO:

RE:

You are hereby authorized to furnish to the law firm of , and their duly authorized representatives, copies of any and all information and/or documentation they may request concerning your prior representation of me in the following matter: .

This authorization shall constitute valid authorization for the firm of to inspect all such items set forth above, and to copy, and to request and receive copies, including certified copies, thereof from you. You are also authorized to discuss any and all aspects of your former representation of me with said firm. It is my understanding that, to the extent provided by law, such information shall be deemed confidential.

This authorization is valid until you receive written revocation. Acopy of this authorization shall be sufficient and as good as the original, and permission is hereby granted to honor a photostatic copy of this authorization.

Signed at , Louisiana, this day of , 20 .

Signature of Client

Typed Name of Client

Page 80

**PRACTICE AID GUIDE:** The Essentials of Law Office Management

**CHAPTER 4** Maintaining the Attorney-Client Relationship and Law Office Procedure