Mandate for Transfer of files and deeds

This form authorises the transfer of your files and deeds from your previous solicitor to your new solicitor.

If you require any assistance completing this form or require it in a different format then please contact us on 0131 476 8195.

**To the Judicial factor,** you are authorised to transfer the client files and all relevant documentation –

# belonging to

Name of Client

Address

Post code

**from**

Name of former solicitor’s firm

# to

Name of new solicitor firm

Address

Post code

Mandate for transfer of files and deeds

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| **Client declaration**  I agree that my files are transferred on the basis that I will pay all outstanding costs for completed or ongoing work carried out on my behalf by my former firm of solicitors. This money is payable to the Judicial Factor.  If money is paid to my new solicitor for this work, I instruct my new solicitor to pay the relevant fee to the Judicial Factor. This instruction cannot be revoked. If the fee cannot be agreed it will be assessed by an independent Law Accountant or the Auditor of Court. The cost of the assessment will be shared between both parties.  **Client signature**  Date  **Client signature**  Date |

**To be signed by your new solicitor**

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| **Solicitor declaration**  To assist the Judicial Factor complete his or her work, I undertake to return the relevant files if requested.  **Solicitor’s signature**  Date |

Please return to:

**The Judicial Factor**

Atria One, 144 Morrison Street,

Edinburgh EH3 8EX

(or LP1, Edinburgh-1 if sending by Legal Post)

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GDPR, Data Protection Act 2018. *For information about how we use your personal data see our privacy statement at* <https://www.lawscot.org.uk/for-the-public/client-protection/when-firms-close-down-or-are-in-trouble/> *or if you have difficulty accessing our privacy policy, contact us at the above address.*