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## FILE TRANSFER AUTHORIZATION

I wish to be represented by Attorney Ashley J.P. Schmit of Focused Law Firm, PLLC. Please transfer my entire legal file **to Focused Law Firm, PLLC** at 410 Springfield Parkway in Jackson, MN 56143, as soon as possible, including but not limited to all records, files, and property in the possession of [print name of former law firm]: \_\_\_\_\_

My file includes all correspondence, e-mail, electronic files, attorney notes, duplicate original documents, case management software notes, personal data (e.g. information stored in electronic databases), and any other documentation (electronic or paper) pertaining to my representation.

### CLIENT INFORMATION:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date