**[*Not all provisions will apply. Conform to specifics of case, including language regarding child and spousal support. Use the attachments that follow this letter if applicable.]***

DATE

[Client Name]

[Address]

[Address]

Dear [Client]:

The General Judgment (Dissolution of Marriage) was signed by Judge [Judge’s Name] on [date]. It became final as soon as the judge signed it. That means you are now single and all of the judgment provisions are now operative.

A copy of the judgment is enclosed. I have requested a court-certified copy of the judgment from the court and will send it to you upon receipt. The signed copy I have attached to this letter will work for most purposes (e.g., re-issuing title on a vehicle), but you may in the future encounter a situation in which a court-certified copy is necessary. You can discard all the other court documents, papers, and letters mailed to you during your case. The judgment replaces and makes unimportant all other documents. Keep it (and the court-certified copy you will receive shortly) with your other important papers such as your insurance policies, car titles, etc. You may need to refer to it sometime in the future.

Deed

The original bargain and sale deed transferring ownership in the property to you has been sent to the county for recording in the deed records. The original will be returned to you by the county once it has finished with the recording process. Recording the deed will also update the property tax record.

DMV - **USE IF CLIENT'S VEHICLE IS INDEBTED**

The original DMV power of attorney that [Party] signed for your vehicle is also enclosed. It should be taken to the DMV along with the title to your vehicle so that a new title can be issued in your name only. At this point your lender holds the title and will not release it until the debt is paid in full, at which point it will send you the title and sign off on the lien it now has. It is this title that you will take to the DMV along with the power of attorney. It is important that you keep the power of attorney in a safe place because it may be some time before you will be using it. You should take the newly released title to the DMV to update the title once the creditor releases its lien even though that process costs money because it can become a real problem if you lose the title that the creditor signed.

ALT. DMV - **USE IF NO DMV POWER OF ATTORNEY PREPARED**

I understand you and [Party] are handling the issue of signing vehicle titles so that new titles can be issued as may be appropriate. If you have any problem obtaining [Party’s] signature, you can use the judgment to have new titles issued. That is why we included VINs for each of the vehicles in the judgment. You can take a court-certified copy of the judgment to the DMV along with any titles that should be re-issued in your name alone.

Child Support - Client Receives Directly

[Party’s] first child support payment of $[amount] is due [date]. You and [Party] elected to have the child support paid directly to your bank account rather than through the Department of Justice (DOJ). You should provide [Party] with plenty of deposit slips to eliminate any reason for delay in (his/her) making payments.

As we have discussed, there are benefits to having payments made through the DOJ, including:

1. There is always a record of the payments.

2. You can go online and print a record of payments as proof to any third person that they are, in fact, current. By statute, the DOJ’s records are *prima facia* proof of payment.

3. The district attorney, who enforces judgments for the DOJ, will recalculate child support every three years if you ask.

4. You and [Party] will not need to correspond by check.

5. [Party] cannot unilaterally deduct money from your support just because (he/she) thinks that it is fair to do so because [he/she] paid for something [he/she] thinks you should have paid.

Either party can ask that the DOJ involve itself at any point in time in the process. That means you can continue with the direct payment procedure already established but can ask the DOJ to step in should problems occur in the future.

Child Support through DOJ - Client Receives

[Party’s] first child support payment of $[amount] is due [date]. The Child Support Division of the Department of Justice (DOJ) will be collecting support on your behalf and sending it to you. Attached / Enclosed is an Application for Child Support Services that you must complete and submit to the Child Support Program by mailing it to:

Child Support Program

4600 25th Avenue NE, Suite 180

Salem, OR 93701

You can also see other methods for submission here: <https://www.doj.state.or.us/child-support/services/enroll-for-child-support-services/>

Help the DOJ do its job by providing any information it requests. The law requires you to tell the DOJ your new address within 10 days after you have one because failure to keep the DOJ advised of your current address will cause delays in receiving support payments. It may take a month or two for the DOJ to actually get the collection account established.

The Oregon Child Support Program will assess a federally mandated $25 annual fee against your child support account. The fee amount will be deducted from the child support payments you receive from [Party].

The district attorney is there to help you. In fact, the district attorney is required to recalculate your support every three years. All you need to do is ask. Most people are entitled to a support increase. Keep this in mind as you approach the third anniversary of the entry of the judgment.

Everyone assumes all support payments will be made on time, but some people simply cannot (or will not) voluntarily pay support. Contact the local district attorney's office if the support payments are not being made. They will probably already be working on it, but it’s good to make sure.

Sometimes clients go years without receiving support. Do not give up. The district attorney is required by law to help you collect the past due support. There are two things the district attorney will not do for you. The first is to collect interest. Your support order is a judgment. All judgments accrue interest at 9% per year. This interest can add up to a lot of money if support goes unpaid for a long time. Second, your support judgment may expire in 35 years from the date of this judgment. Child support judgments cannot be renewed. You may decide to wait and not vigorously pursue collection efforts on a child support judgment for a number of years for various reasons, but make sure that you do collect it before it expires on its 35th anniversary.

Child Support - Client Pays

Your first child support payment of $[amount] is due [date]. The Division of Child Support of the Department of Justice (DOJ) has been asked to set up a permanent account on your behalf to collect and distribute support. You will not be given credit for a child support payment unless it is paid through the DOJ. You have the burden of proving that a payment was made so make sure to use a check. Keep those canceled checks for future reference.

The DOJ will assign you a specific DOJ number. That number is important and should always be written on any check or correspondence that you send to the DOJ.

The DOJ may automatically make arrangements with your employer to have your child support payments withheld from your paycheck. This wage withholding is not a "garnishment" and does not imply that you are not responsible enough to make the payments yourself. It is simply the way that Oregon law requires child support payments to be made in most cases. The law specifically prohibits your employer from taking any type of action against you because of the wage assignment. Let me know if you have any problem with your employer in this regard.

There are a few exceptions to the rules requiring support payments to be made through a wage assignment. You should contact the DOJ directly to discuss specifically what would need to be done to prevent the wage assignment. Generally, preventing the wage assignment will require either payment two months in advance or the consent of both parties.

A wage assignment will take several months to put in place. You should mail all your support payments directly to the DOJ until you are instructed otherwise. Its address is:

Department of Justice

Division of Child Support

P.O. Box 14506

Salem, OR 97309

Make sure to:

1. Make your checks payable to the "Department of Justice."

2. Always put the DOJ number (once assigned) on the memo line of your check and any correspondence you send the DOJ. Use the circuit court case number until the DOJ number is assigned. Also write "child support" on the memo line.

3. Let the DOJ know of any change in your home and business address within 10 days after the change.

**USE IF CLIENT PAYS FIRST TO SPOUSE, THEN TO DOJ**

The DOJ will send you a packet of information when they first establish your account. Among that information is a request form that asks for proof as to your "arrearage." When you receive that information, send a copy of your canceled checks or receipts showing your first payments directly to [Party] and the DOJ will correct its records to indicate that no arrearage exists.

You will want to contact the DOJ every year or so and ask for a computer printout of your payment history. By doing this you can be sure your payments are being properly credited. You can also check your account information online at <https://customerportal.oregonchildsupport.gov/login>.

The district attorney is required to modify support for either party if a change occurs. Be sure and make use of their services to reduce your support if there should ever be a significant change in your income.

Spousal Support - Client Pays

Your first spousal support payment of $ [amount] is also due [date].

Spousal Support - Client Receives

[Party’s] first spousal support payment in the amount of $ [amount] is also due [date] and will be paid through the DOJ.

Uninsured Medical

**OPPOSING PARTY PAYS FOR ORDINARY MEDICAL COSTS - THEN BOTH PAY HALF**

[Party] is required to pay [Name(s) of children] ordinary unreimbursed medical costs such as co-pays for doctor's well visits, non-prescription medication, and other everyday expenses. You are required to pay half of any reasonably incurred extraordinary medical expenses, such as the uninsured cost associated with treatment of a specific illness or injury (including co-pays), orthodontic expenses, or chronic medical conditions such as asthma or diabetes. Make sure that any bills you send or receive truly reflect the uninsured portion of the bill, not the entire bill itself and that it does not represent a cost toward an ordinary unreimbursed medical expense (e.g., a co-pay for a yearly checkup). [Party] has [number of days] days from the date the insurance company finishes its billing process in order to make the claim to you. [His/her] failure to make the claim within that period means that you do not have to pay it. Exercise that right very carefully as you do not want to get cited for contempt.

**CLIENT PAYS FOR ORDINARY MEDICAL COSTS - THEN BOTH PAY HALF**

You are required to pay [Name(s) of children] ordinary unreimbursed medical costs such as co-pays for doctor's well visits, non-prescription medication, and other everyday expenses. [Party] is required to pay half of any reasonably incurred extraordinary medical expenses, such as the uninsured cost associated with treatment of a specific illness or injury (including co-pays), orthodontic expenses, or chronic medical conditions such as asthma or diabetes. You have [number of days] days from the date the insurance company finishes its billing process in order to make the claim to [Party]. Your failure to make the claim within that period will mean that [Party] does not have to pay it. I have enclosed an extra copy of the uninsured expense reimbursement claim form that was attached to your judgment.

Even if the other parent fails or refuses to pay uninsured health care costs as required by the judgment, it is usually not cost-effective to cite (him/her) for contempt, depending on the amount of expenses incurred. Often it is better to keep a running total of the amount due on a spreadsheet and send it each time you send the form requesting reimbursement. There may come a time when you will be glad you maintained the spreadsheet with the supporting documents. **OPTIONAL** I have included an example spreadsheet to illustrate what I mean.

**CLIENT PAYS ALL - CASH MEDICAL SUPPORT RECEIVED**

The judgment requires that you pay all of [Name(s) of children] uninsured medical-type expenses in recognition of your receipt of cash medical support. Review the language in paragraph \_\_\_ on page \_\_\_ of the judgment of you have any questions about this provision.

Life Insurance

**SPOUSE TO MAINTAIN CURRENT POLICY**

[Party] is required to maintain [his/her] [Name of Life Insurance Carrier] life insurance policy as set forth in paragraph \_\_\_\_ on page \_\_\_ of the judgment naming [Beneficiary] as primary beneficiary / beneficiaries. A copy of a letter which was this date sent to [Party’s] life insurance company is attached / enclosed. You should check every year to make sure [he/she] is maintaining life insurance as required by the judgment. Carefully reread this section of the judgment as it is your responsibility to be sure [Party] obeys this provision.

**CLIENT TO MAINTAIN CURRENT POLICY**

The judgment requires you to maintain your [Name of Life Insurance Carrier] life insurance policy naming [Name(s) of Children] as beneficiaries. It is [Party’s] responsibility to notify your life insurance company of this obligation and ask the insurer to change its records to guarantee this. Let me know if you have any questions or concerns regarding this provision.

**BOTH PARTIES TO MAINTAIN CURRENT POLICIES**

Paragraph \_\_\_ on page \_\_\_ requires both you and [Party] to maintain specific policies of insurance naming the children as primary beneficiaries (or each other as trustees). A copy of a letter which was this date sent to [Party’s] insurance company advising of the requirement is attached / enclosed. It is [Party’s] responsibility to notify your insurance company. Carefully reread these provisions of the judgment if you have any questions about the maintenance of life insurance.

**ONE PARTY NEEDS TO PURCHASE INSURANCE**

[Party] is required to purchase a $[amount] life insurance policy naming [Name(s) of children] as primary beneficiaries. [He/she] has [number of days] days from the date the judgment was entered (until [date]) to do so. Unless you instruct me otherwise, I will prepare a Supplemental Judgment addressing the life insurance information once I receive the appropriate documentation. A copy of that supplemental judgment will then be sent to the insurance company once it is signed. That process assures that [Party] will not be able to cancel the policy in the future without you knowing about it.

You should then check every year to make sure [Party] is maintaining the life insurance policy as required by the judgment. Carefully reread paragraph \_\_\_\_\_ on page \_\_\_ of the judgment if you have any questions or concerns. It is your responsibility to be sure [Party] obeys this provision.

**BOTH PARTIES NEED TO PURCHASE**

Paragraph \_\_\_ on page \_\_\_ requires both you and [Party] to purchase a $[amount] life insurance policy naming each other as primary beneficiary. You have [number of days] days from the date the judgment was entered (until [date]) to do so. I will then prepare a Supplemental Judgment addressing the life insurance information once I receive the appropriate documentation. A copy of that judgment will then be sent to the insurance company. That process assures that [Party] will not be able to cancel the policy in the future without you knowing about it. I suggest you start the process of obtaining your own insurance now so there is no delay, and to prevent a possible contempt citation against you if you fail to do so.

Checklist

Attached / Enclosed is a checklist of details you will want to take care of now that you are divorced. If you want my help with any of these, please let me know. I assume you will follow through with completing these tasks unless you advise me to the contrary in writing.

Change of Name

Your divorce judgment legally changed your name. It is important you contact various agencies to advise of the change in your name. I suggest you immediately get in touch with the following agencies. Some will make the change in your name relying on the copy of the judgment you receive with this letter, but others will require a court certified copy.

1. The Department of Motor Vehicles (DMV). You will need to apply in person at a DMV office and must submit a completed Driver License/ID Card Application (Form 735-173), together with a copy of the final divorce judgment as proof of your legal name change and present proof of your legal presence in the United States, identity and date of birth (a certified copy of a U.S. Government-issued birth certificate or a valid U.S. passport will suffice).

2. The Social Security Administration (SSA) for instructions on how to get a new social security card. This process is usually as simple as filing a Form SS-5. A copy is attached / enclosed for your convenience. You will need to submit to the SSA, together with that form, a copy of the final divorce judgment as proof of your legal name change together with an identity document. The identity document must show your former name, as well as other identifying information (physical description) or a recent photograph. SSA will accept an expired document as evidence of your old name. The most typical identity documents include an old driver license or passport. An expired social security card showing your [maiden/former] name will not suffice because it does not bear a recent photograph or a physical description. My suggestion is that you get your new driver's license first, taking that in to the SSA. A temporary new license will not work. You need the actual new license.

3. Your payroll or human resources department at work.

4. Your bank, credit card companies, and other financial institutions.

5. Your gym membership, utility companies, cell phone provider, magazine subscriptions, internet providers, etc.

6. Your various health, homeowners' and vehicle insurance agents.

7. Filing the tax notice described below should suffice to advise the IRS of your name change.

IRS Information

Internal Revenue Code provisions require each taxpayer to notify the IRS if there is a change in the taxpayer's address, marital status or if the taxpayer has changed his or her name. Many clients never provide that information to the IRS until their next year's return is filed. That can be an expensive mistake. Keep in mind that you have been filing a joint tax return for the last couple of years. How are you going to know if the IRS sends a deficiency notice to your old address or to [Party]? Avoid this risk by filing IRS form 8822. A copy is enclosed for your convenience.

Beneficiaries/Need for New Last Will and Testament

A divorce has the same effect as if your spouse had predeceased you under your current will. You should review your current will; then, if appropriate, execute a new will to reflect the circumstances that exist now that your divorce is final.

While the entry of a dissolution judgment may automatically eliminate [Party] from your will by law presuming that [Party] predeceased you for purposes of deciding how your property is to be distributed in accordance with that will, the entry of a judgment *does not automatically* delete a former spouse as a beneficiary of assets such as retirement plans, IRAs, life insurance policies (whether privately purchased or provided as a fringe benefit of your employment), 401(k) plans, tax-deferred compensation plans, annuities and the like. You should promptly name a new beneficiary on your various bank and retirement accounts. If you don’t, [Party] will receive the asset upon your death.

Division of IRA

You were awarded a portion of [Party’s] [Name of IRA] IRA. You should contact the company immediately and provide it with a copy of the judgment so it can begin the process of rolling your portion of the account into an IRA in your own name. Let me know if you have any questions or problems with this process.

Pension

You were awarded a portion of [Party’s] retirement plan. A copy of a letter sent to [Name of QDRO Attorney] this date asking that [he/she] prepare the appropriate documentation to divide the plan is enclosed. I anticipate you will hear more directly from [Name of QDRO Attorney]. It is important that you tell the plan within 30 days of any change of your address. This is to protect your rights. The pension company needs to be able to find you at any time to provide notice of any change in the plan or to let you know that a claim for benefits has been made. Your failure to keep the pension company advised of your address could jeopardize your right to receive pension benefits.

PERS

You were awarded fifty percent (50%) of [Party’s] PERS account as of [date]. A copy of a letter sent to PERS this date to advise of the division of the account is attached / enclosed for your records. It is important you keep PERS advised of any change in your address so it can find you at any time to provide notice of any change or to let you know that a claim for benefits has been made. Your failure to keep PERS advised of your address could jeopardize your right to receive benefits.

Social Security Benefits

It may seem premature to talk about social security, but you should know that the social security system makes a variety of benefits available to retired workers and their families, even ex-spouses. Under 42 U.S.C. Section 402(b) and (c), a divorced spouse can claim social security benefits equal to 50% of the worker's retirement benefit based on the ex-spouse's earnings if:

1. The divorced spouse is age 62 or older.

2. The marriage lasted at least ten years. 42 U.S.C. Section 416(d).

3. The divorced spouse claiming the benefit is not married to someone else.

4. The divorced spouse is not entitled to a benefit based on his or her own earnings record that exceeds the divorced spouse's benefit. This means you get to choose the higher of your amount or [Party]'s.

There may also be benefits available should [Party] die. Check with the Social Security Administration should that occur.

Payment of Debts

The judgment requires that each of you pay certain debts. A creditor may call to demand you make payment on a debt your now-ex-spouse was ordered to pay. Creditors tend to go after the responsible individual from whom it is easiest to collect, and the creditor doesn’t care that a judge ordered your ex-spouse to pay that debt. At that point, you may have to pay a debt [Party] was ordered to pay, then seek reimbursement from (him/her). Call me if this happens to you.

**Personalize this next part for the specific case**

CLIENT AWARDED HOUSE - NO NEED TO REFINANCE

You were awarded [Party’s] interest in the family residence. You are required to continue making the regular monthly mortgage payments as you have done in the past. You are not required to immediately pay off or refinance the mortgage debt due \_\_\_\_\_\_\_\_\_\_\_\_. [Party’s] name comes off the title to the property but (his/her) name stays on the debt and the bank can look to [him/her] for payment should you fail to pay the debt each month as the judgment requires. Your judgment specifically recites: [conform this section as needed]

*3.2* ***Wife's Debts****. Wife shall pay* ***according to the creditor's repayment terms****, defend, indemnify and hold Husband harmless from any debt in her name alone not otherwise specifically described herein and:*

*3.2.1 The debt due Bank of America Mortgage on loan ending 2565, that is secured by an interest in the real property described in paragraph 2.2.2 herein.*

and . . .

*3.4* ***Failure to Pay A Debt****. This judgment requires each party to pay certain debts however each party is aware that* ***the court's order cannot modify the repayment agreement between the parties and their creditors****. The court's order can only impact the obligation to pay as between the parties themselves.* [Emphasis added.]

OPPOSING PARTY AWARDED HOUSE - NO NEED TO REFINANCE

Sometimes the party awarded the family residence is required to refinance the mortgage debt so as to remove the other party from the loan. This *did not happen in your case.* Your name comes off the title but it remains on the debt. [Party] will not be required to refinance the mortgage associated with the real property awarded to [him/her] in this dissolution judgment; [he/she] may pay the mortgage monthly, over time. The judgment specifically recites: [conform this section as needed]

*3.2* ***Wife's Debts****. Wife shall pay* ***according to the creditor's repayment terms****, defend, indemnify and hold Husband harmless from any debt in her name alone not otherwise specifically described herein and:*

*3.2.1 The debt due Bank of America Mortgage on loan ending 2565, that is secured by an interest in the real property described in paragraph 2.2.2 herein.*

and . . .

*3.4* ***Failure to Pay A Debt****. This judgment requires each party to pay certain debts however each party is aware that* ***the court's order cannot modify the repayment agreement between the parties and their creditors****. The court's order can only impact the obligation to pay as between the parties themselves.*

Credit Report

I advised you to obtain a credit report on yourself when this case began. It would be wise now for you to get a new report to make sure that the joint credit cards were actually canceled and that nothing happened to your credit while this case was pending. Contact Equifax by phone at 1-800-685-1111 or online at https://www.equifax.com to order a current credit report. It is a very inexpensive way of ensuring that none of your credit cards have been overlooked, that all joint credit accounts have actually been closed as required by the judgment, and that no charges have been placed on an account without your knowledge. Let me know if you see any problems with that report.

House Sale Language Used

As you know, my office does not provide tax advice. You should discuss tax considerations with your accountant. **OPTIONAL LANGUAGE** Such a discussion is appropriate in your case because of the impending sale of your home. The tax code states that your portion of the sale proceeds will be received tax free without having to reinvest the proceeds in another residence if the property has been your primary residence for the required number of years and the sale proceeds are less than a certain dollar amount. Other rules apply if these requirements have not been met. Check with your accountant for the specific tax code requirements.

Change Passwords

I suggested when the divorce began that it was important that you change the password on any account that may be password-protected. This includes Internet accounts (email or otherwise), a bank account, cell phone account, etc. You probably still don’t want [Party] checking your accounts or reading your emails; so it is time again to change your passwords, in case [Party] somehow discovered one or more of your new passwords during the divorce. Don’t be too obvious when picking a new password, and don’t use the typical reminder questions such as your dog's name, mother's maiden name, etc. because [Party] knows the answers to those questions and can use those answers to get your new password.

OPTIONAL LANGUAGE

I cannot emphasize enough how important it is that you change the password on any account that may be password-protected. This includes Internet accounts (email or otherwise), a bank account, cell phone account, etc. You do not want [Party] checking your accounts or reading your email. Do not be too obvious when picking a new password, and do not use the typical reminder questions such as your dog's name, mother's maiden name, etc. [Party] knows the answers to those questions and can use those answers to figure out your new password.

Return of Original documents

You may have provided me with original tax returns or other important documents during the divorce. You will be contacted when your materials are ready to be picked up.

Right to appeal - contested cases only

You do have the right to appeal the judge's decision. An appeal must be filed within 30 days after the General Judgment is entered in the court record (in this case, by [date]), so please let me know at once if that is your wish. Specific steps must be taken to perfect an appeal. The decision to appeal should be thoroughly discussed before proceeding. For these reasons, this decision cannot be put off until the last minute. I will do nothing to file an appeal unless you personally make arrangements with me to do so.

Modifying the judgment later

Clients sometimes ask about modifying (changing) the terms of a General Judgment. The court does have the power to modify the judgment, but that power is limited to changing custody and visitation, child support or spousal support. Modification will be granted only if a party proves there has been an unanticipated, substantial change in circumstances, or if more than three years have passed since the date of the last child support award. I will be happy to discuss the specific criteria for modification should you consider it at some time in the future.

**OPTIONAL IF NO CHILD/SPOUSAL SUPPORT ORDERED**

Clients sometimes ask about modifying (changing) the terms of a General Judgment. The court only has that power relating to custody, child support, and spousal support, none of which were ordered in your case. Therefore, the court has no power to modify any provision of your judgment unless the court determines that there was fraud, a hidden asset, or something else of that nature.

The Judgment

**CLIENT OWES THE MONEY**

You are aware that [Party] was granted a judgment against you for $[amount]. It is important that [Party] signs a satisfaction of the money award once you have paid it so that the public records reflect the judgment has been paid in full. This is a formal legal document that you may want me to prepare on your behalf. An unsatisfied money award judgment automatically becomes a lien against any land you may own and it appears on your credit report.

**THE MONEY IS OWED TO CLIENT**

You are aware that a judgment was entered in your favor for $[amount]. By law, a judgment such as this accrues interest at nine percent per year. Interest paid to you on a judgment *is* considered as income that should be reported on your tax return. Never sign a document satisfying this judgment unless you have received all the interest you are entitled to.

Money judgments are fairly easy to collect if there are funds or other property from which to collect. An unsatisfied judgment is a lien against any land in the county where the judgment is recorded. Let me know if you want the judgment recorded in any county other than the county where the divorce occurred. Under Oregon law, a property division judgment continues to be enforceable for ten years and can be renewed, extending the time. Child support judgments are enforceable for 35 years and cannot be renewed. Renew the judgment *before* the ten year period expires to ensure that you can continue to collect the judgment.

The first step would be to write and ask [Party] to pay you voluntarily. Talk to me about what to do if voluntary payment is not likely to happen.

Disclaimer

I have sent you a lot of paperwork while this case was pending. That was partly to keep you advised as to the status of the case, but also so that you would have an opportunity to review everything to assist in making sure errors were not made. You were a part of the "team" in this case and had an active role. One of those roles was to act as proofreader. I say that because occasionally an error is made in typing a legal description, an account number is incorrect, an asset is inadvertently left out, etc. You have assumed the responsibility as the ultimate reviewer of all documents to assure their accuracy. I have relied on you throughout this proceeding to act in that capacity and to have advised me if any errors occurred.

Withdrawal

I will close your file in the next week unless I hear from you that you wish me to stay on as your attorney **OPTIONAL LANGUAGE** until the life insurance is dealt with. I will also file with the court a notice that terminates our official "attorney-client" relationship when I do withdraw. ***This does not mean that I will no longer be your attorney -- I will be happy to assist you at any time in the future.*** It is simply an official step that must be taken with the court to prevent [Party] from serving papers on me that might be binding on you. My withdrawal will require [him/her] to serve you directly with papers, after which you are welcome to contact me for assistance. [Optional: You will not be charged for preparation of the notice I file with the court.]

Outstanding Account

As you know, you owe $[amount] to my firm for services as of [date]. Our [month] billing statements will be mailed soon, and an updated figure will be reflected on your billing. I look forward to hearing from you so we can discuss your plan for payment of this account.

Lien

As you know, you owe $[amount] to my firm for services as of [date]. Our [month] billing statements will be mailed soon, and an updated figure will be reflected on your billing. Pursuant to the terms of our attorney-client fee agreement, I will proceed to file a notice of attorney lien against your property on [date] if your account is not paid in full prior to that date. Please do not take offense at this action; it is a step I normally take to secure payment of my outstanding fees. You are not charged for my filing the lien. I will, of course, release the lien once your account has been paid in full. Please do not hesitate to contact me if you have any questions about this procedure.

As always, please contact me if you have any questions about this or any other matter.

INSERT SIGNATURE BLOCK

***\*\*\*\* Add/remove enclosures as necessary\*\*\*\*\****

Attachments / Enclosures - Judgment

- Bill of Sale [No sample provided]

- Letter to DOJ [No sample provided]

- DOJ Application

- Uninsured Reimbursement Form

- Sample Uninsured Expense spreadsheet

- Checklist

- SSA Form SS-5

- DMV Form 735-173

- IRS Form 8822

- Letter to life insurance company [No sample provided]

- Letter to [QDRO attorney] [No sample provided]

- Letter to PERS [No sample provided]

**IMPORTANT NOTICES**

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