

Please submit a signed and fully completed copy of this request via email to team@cunninghamlegal.com. Please note that processing may take up to two weeks, and we cannot guarantee that we will have your file on record if file was created by another firm. After submitting your request, our team will contact you with further instructions.

REQUEST FOR FILE

I request CunninghamLegal to retrieve from storage all my documents that were prepared by _____ Law Firm, and held by CunninghamLegal.

The attorney who prepared my documents was _____;

Date: _____ Requestor Name: _____ Relation to Client on File: _____

Address: _____ City/State/Zip: _____

Email: _____ Phone #: _____

*Client/Trust/File Name(s): _____

AUTHORIZATION FOR RELEASE OR DESTRUCTION OF FILE

It is the intention of CunninghamLegal to return your file. This includes all documents, in physical or digital form, stored by CunninghamLegal. A fee of \$175 will be charged at the creation of duplicate originals of a client's estate plan unless the original documents were destroyed due to unforeseen circumstances such as fire, flood, or other natural disasters. Unless specified below, **you also give permission to CunninghamLegal to retain an electronic copy of this file**, if applicable, prior to release/destruction.

IF THERE IS A PHYSICAL FILE AVAILABLE: I, the undersigned, hereby request from CunninghamLegal, that any existing **original file** of the above mentioned* be:

- held at the closest CunninghamLegal office to me so that I, or a person of my choosing, may retrieve it in person on a scheduled date
- shipped to the address listed above.**
- shipped to a third party:**

Name: _____

Address: _____

IF THERE IS A DIGITAL FILE AVAILABLE: I, the undersigned, hereby request from CunninghamLegal, that **an electronic copy** of the file of the above mentioned* be:

- sent **to the email address listed above.**
- forwarded **to a third party:** Name(s): _____

Email(s): _____

OPTIONAL:

- I **DO NOT give permission** to CunninghamLegal to retain an electronic copy of this file after providing to me.
- Additional Instructions: _____

Requestor (Print)

Requestor Signature

Date