

CHECKLIST FOR MOVING YOUR OFFICE

Planning

- ☐ Set moving date.
- ☐ Decide on layout of furniture and equipment in new office.
 - Take measurements to ensure current furniture and equipment will fit. Allow adequate space around equipment for service and repair.
 - Seek staff input on work area requirements, including placement of electrical outlets, telephone jacks, and network or cable connections in relation to furniture layout.
 - Verify electrical and technology-related installations meet current *and* future needs.
- ☐ Designate a liaison to coordinate electrical, telephone, network, and cable installation. Confirm wiring and placement of jacks, outlets, or other connections work with planned furniture and equipment layouts.

Notification of Move

- ☐ Advise current clients of upcoming move several weeks before the move. Provide clients with directions or map to new location. Update map and directions on firm Web site, if applicable.
- ☐ Create a Contact Card in Outlook with new information and enclose this card with emails to clients and business contacts.
- ☐ Notify opposing counsel, courts, and others involved in current matters of **move during the move**. UCR 2.010(14) provides: "An attorney or unrepresented party whose address or telephone number changes must immediately mail or deliver notification of such change to the trial court administrator and all other parties."
- ☐ If you are an entity, you must file a change of address with the Oregon Secretary of State. This can be done online at http://filinginoregon.com/pages/business_registry/update/index.html.
- ☐ If you are the Registered Agent for any of your clients, you must also file change of registered agent/address forms for **each separate business** with the Oregon Secretary of State. This can be done online at http://filinginoregon.com/pages/business_registry/update/index.html. Use the "domestic business entity" change of registered agent/address form for businesses formed in Oregon. Use the "foreign business entity" change of registered agent/address form for businesses formed *outside* Oregon.
- ☐ If you are serving as the correspondence address for an applicant with the U.S. Patent Office, submit a change of address on the U.S. Patent Office Web site, <http://www.uspto.gov/teas/eTEASpageE.htm>. Once the correspondence address is established for a particular application, it is not changed unless there is a written request by the applicant or his or her representative.

- ☐ Get a small red stamp that says, "Note new address." Stamp your billing statements, especially if you enclose return envelopes. Otherwise, your client may use an old return envelope and delay your payment. Use this next to letterhead on all correspondence mailed for the first couple of months after the move. People use addresses from computerized address books or databases and may not make the change when they receive a formal notice of a move.
- ☐ Update e-mail signatures. Include a notice that states, "Note new office address," or "Note new mailing address," as needed.
- ☐ .
- ☐ Have your receptionist incorporate a message regarding the move when answering phone calls.
- ☐ Change the recorded phone message for the office main number to include a notification of the new location.
- ☐ If attorneys and staff have direct phone lines, ask them to include a brief message about the new address in their voice mail messages.
- ☐ Order or prepare formal notices of the move, and prepare to mail or e-mail them as the move is complete. Send notices to:
 - Former clients
 - Other lawyers
 - Friends/family
 - Vendors
 - Affinity groups, membership organizations, or marketing portal Web sites
 - Government agencies
 - Oregon State Bar (Note: Use the Change of Address form provided in the Membership Directory, on the bar's web site, www.osbar.org, or e-mail your change of address to the Oregon State Bar at addresschanges@osbar.org. Updating your address with the bar also serves as notice to the PLF.)
 - *OSB Bulletin* advertisement
 - Local bar
 - Others with whom you do business
- ☐ Contact your telephone company. Note the deadline for updating your directory listing and Yellow Page advertising, if applicable. If you must change your phone number, arrange for a referral message to be placed on your prior phone number. Check if automatic forwarding is available. **Call your old phone number to verify that your requested message or message and automatic call forward service is in place. See also Preparing for Moving Furniture and Equipment.**
- ☐ Notify post office and arrange for mail-forwarding. (If you are leaving a firm, the post office will not separate out your mail from firm mail. Make a mail-forwarding arrangement with your prior firm.)
- ☐ Notify insurance company of new address and inquire whether a rider is needed.

Printing Needs

- ☐ Notify your bank and order new checks.
- ☐ Arrange for new business cards, letterhead, and envelopes.
- ☐ Update pleading templates and other court forms.
- ☐ Arrange for new signage.

Web site

- ☐ Notify your web site designer early to allow timely changes, including hyperlinks to office location maps from mapping services.
- ☐ Update information posted online about your law office. Search for your law firm name and your former address to locate any listings that need revision.

Preparing to Move Furniture and Equipment

- ☐ Arrange for movers. Check references. Provide movers with keyed office furnishings plan, including staff plans of office areas, before move.
- ☐ Arrange for telephone company to install new lines for phone, fax, and Internet. well in advance of move. Provide telephone company with keyed office furnishings plan, including staff plans of office areas, in *advance* of installation.
- ☐ Arrange with computer consultant to set up equipment/network at new location. Postpone computer upgrades or other major changes until after the move to avoid creating additional opportunities for something to go wrong with your computer system. Provide keyed office furnishings plan, including staff plans of office areas, before move.
- ☐ Arrange with copier company to have the copier set up at the new location. Provide keyed office furnishings plan before move.
- ☐ Based on planned layout of furniture and equipment in new office, re-measure spaces to ensure current furniture and equipment will fit. Remember to allow adequate space around equipment for service and repair.

The Actual Move

- ☐ Each person should pack her/his office the day before the move.
- ☐ Label each box and label each drawer with a corresponding number. This way the morning after the move when you absolutely have to have something you know was kept in drawer "32," you can go to box "32" and find it.
- ☐ Give your staff the day off. It will be easier for the movers to work without the extra bodies.

- ☐ Have the staff set up their offices after the furniture is set up and labeled boxes are delivered to the proper office room or area.
- ✓ Post a notice at your old office location directing visitors to the new address.

Post Move

- ☐ Use the move as a marketing opportunity. Have an open house. The budget can be modest or a catered affair. If possible, including offerings that will allow all clients and friends to participate.

IMPORTANT NOTICES

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