

CHECKLIST FOR MOVING A LAW OFFICE

Planning

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

Notification of Move

4. Advise current clients of the upcoming move several weeks before the move. Provide clients with directions or a map to the new location. Update the map and directions on the firm website, if applicable.
5. Create a Contact Card in Outlook with new information and enclose this card with emails to clients and business contacts.
6. Notify opposing counsel, courts, and others involved in current matters of the **move during the move**. UTCR 2.010(14) provides: “An attorney or self-represented party whose court contact information changes must immediately provide notice of that change to the trial court administrator and all other parties.”
7. If you are an entity, you must file a change of address with the Oregon Secretary of State at <https://sos.oregon.gov/business/Pages/default.aspx>.
8. 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 <https://sos.oregon.gov/business/Pages/default.aspx>. 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.
9. 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 website at <https://www.uspto.gov/trademarks-application-process/filing-online/correspondence-and-attorneydomestic-representative>. Once the correspondence address is established for a particular application, it is not changed unless there is a written request by the applicant or their representative.
10. 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

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envelope and delay your payment. Use this next for letterhead on all correspondence mailed for the first couple of months after the move. People may not make the change when they receive a formal notice of a move.

11. Update e-mail signatures. Include a notice that states, "Note new office address," or "Note new mailing address," as needed.
12. Have your receptionist incorporate a message regarding the move when answering phone calls.
13. Change the recorded phone message for the office main number to include a notification of the new location.
14. If attorneys and staff have direct phone lines, ask them to include a brief message about the new address in their voicemail messages.
15. Order or prepare formal notices of the move to be sent to:
 - Former clients
 - Other lawyers
 - Friends/family
 - Vendors
 - Affinity groups, membership organizations, or marketing portal websites
 - Government agencies
 - Oregon State Bar (Note: Use the Change of Address form provided in the Membership Directory, on the bar's website at www.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
16. Contact your phone company. 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 this [article](#) for more information about phone systems in general.
17. Notify the post office to arrange for mail-forwarding. (If you are leaving a firm, the post office will not separate out your mail from firm mail. Arrange mail-forwarding with your prior firm.)

18. Notify insurance companies of the new address and inquire whether a rider is needed.

Printing Needs

19. Notify your bank and order new checks.
20. Arrange for new business cards, letterhead, and envelopes.
21. Update pleading templates and other court forms.
22. Arrange for new signage.

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Website

23. Notify your website designer, if applicable, early to allow timely changes, including hyperlinks to office location maps from mapping services.
24. 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

25. Arrange for movers. Check references. Provide movers with keyed office furnishings plan, including staff plans of office areas, before the move.
26. Arrange for the phone company to install new lines for phone, fax, and Internet well in advance of move. Provide the phone company with a keyed office furnishings plan, including staff plans of office areas, in *advance* of installation.
27. Arrange with a computer consultant to set up equipment/network at the 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 a keyed office furnishings plan, including staff plans of office areas, before the move.
28. Arrange with a copier company, if applicable, to have the copier set up at the new location. Provide a keyed office furnishings plan before the move.
29. Based on planned layout of furniture and equipment in the new office, re-measure spaces to ensure current furniture and equipment will fit. Allow adequate space around equipment for service and repair.

The Actual Move

30. Each person should pack their office the day before the move.
31. 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.
32. Give your staff the day off. It will be easier for the movers to work without the extra bodies.
33. 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.
34. Post a notice at your old office location directing visitors to the new address.

Advertise Move

35. 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.

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IMPORTANT NOTICES

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