

V. WAYNE WARD, P.C.

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V. WAYNE WARD
Board Certified
Family Law *

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March 15, 2022

Re: File Transfers from Law Office of V. Wayne Ward

Dear Client:

As you were previously notified by Mr. Ward's office, Mr. Ward has, unfortunately, passed away. I was appointed by the court to serve as a custodian of his files and will be assisting Mr. Ward's office in closing his legal practice. I was a friend and colleague of Mr. Ward and will ensure this is done timely and efficiently for you all, as he would want.

Since your case is active, you will need to retain the services of another attorney to represent you in your legal matters. Although the courts are aware of his passing and are understanding of the situation, we recommend that you retain the services of another attorney as soon as possible so that your legal rights will be preserved.

You will need your client file for use by you and your new attorney. I have enclosed two written authorizations with this letter, one allows for your file to be released directly to you or you may choose the other which allows us to release your file to your new attorney. If picking up your file in person, you will need to provide a driver's license for identification purposes.

We would like to make arrangements for all files to be picked up at the Law Office of V. Wayne Ward or transferred to your new attorney no later than March 25, 2022. It is imperative that you act promptly due to deadlines that may affect your case.

A billing history for Mr. Ward's office is included with each file. This summary will detail any outstanding balances that you may owe or funds that are remaining in trust. Outstanding balance are still due to Mr. Ward's office per your contract with his firm and we encourage you to make arrangements for payment at the time your file is retrieved or transferred. Any unused funds in trust with Mr. Ward's office will be returned to you.

If you have any additional concerns or questions, please feel free to contact Mr. Ward's office at (817) 332-1172.

Sincerely,



Tom E. Hill
Attorney at Law

Enclosure