(Rev. 11-2023)

**\*\*\*, ESQUIRE**

**Conservator for \*\*\***

**[Address]**

**\*\*\*\*\*\*\*\*\*\*\*\*, PA \*\*\*\*\***

**(\*\*\*) \*\*\*-\*\*\*\* (phone)**

**(\*\*\*) \*\*\*-\*\*\*\* (fax)**

**Email: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

\*\*\*\* [DATE] \*\*\*\*

\*\*

President Judge

Court of Common Pleas of \* County

[Address]

\*\*

County Court Administrator

[Address]

RE: ***In the Matter of \*\*\****, ***Esquire, Deceased* [\*\*\*or other]**

PA Attorney Registration No. \*\*\*

Misc. No. \*\*\* (C.C.P. \*\*\* County)

Dear President Judge \_\_\_\_\_\_ and County Court Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The purpose of this letter is to notify you of a STAY of all of the legal or administrative proceedings of \*\*\*, Esquire, pending in the Commonwealth of Pennsylvania in which Attorney \*\*\* is counsel of record, effective \*\*\*[insert date of filing of the application ***or*** such other date as set by the appointing court in the appointing order]. Pursuant to Rule of Disciplinary Enforcement 321(g), a copy of which is enclosed, the stay is effective until: the conservator is discharged; a court, tribunal, magisterial district court or other government unit in which a matter is pending orders that the stay be lifted; or 30 days after notification that substitute counsel has been retained.

Attorney \*\*\* passed away on \*\*\* (date), 20\*\*. **[Or provide other explanation for attorney’s absence]** On \*\*\* (date), 20\*\*, the Honorable \*\*\*, President Judge of the Court of Common Pleas of \*\*\* County, appointed me as the Conservator of the case files of Attorney \*\*\* in order to protect the legal interests of **[**his/her**]** clients. Attorney \*\*\*’s law practice is closed. A copy of the appointing Order is enclosed.

It appears that the majority of Attorney \*\*\*’s clients were in \*\*\*, \*\*\*, and \*\*\* counties. Based on my review of the client files to date, however, I am aware [I have reason to believe] that Attorney \*\*\* has [may have] the following active cases in your county:

\*\*\*

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To the extent that the above-identified cases are active, I respectfully request that you make the judges presiding over those cases aware of my appointment as conservator and the Stay. In addition, please coordinate whatever action is necessary to make the courts, magisterial district courts and adjudicatory governmental units within your judicial district aware of the conservatorship and Stay.

Thank you for your assistance and prompt attention to this important matter.

Very truly yours,

\*\*\*, Esquire

Conservator

/

Enclosures