

**NOTICE TO CLIENT OF EMPLOYMENT OF A  
DISBARRED, RESIGNED, SUSPENDED OR INVOLUNTARILY  
INACTIVE MEMBER OF THE STATE BAR OF CALIFORNIA**

Pursuant to rule 1-311, Rules of Professional Conduct, I/we are required to notify all clients of any employee within our employ who is a disbarred, resigned, suspended or involuntarily inactive member of the State Bar of California and will be assigned to perform certain work on client matters.

\_\_\_\_\_ will be assigned to perform certain work in  
(Employee Name)  
your matter in accordance with the following guidelines:

The employee will not perform the following duties:

- (1) Render legal consultation or advice to the client;
- (2) Appear on behalf of a client in any hearing or proceeding or before any judicial office, arbitrator, mediator, court, public agency, referee, magistrate, commissioner, or hearing officer;
- (3) Appear as a representative of the client at a deposition or other discovery matter;
- (4) Negotiate or transact any matter for or on behalf of the client with third parties;
- (5) Receive, disburse or otherwise handle the client's funds; or
- (6) Engage in activities which constitute the practice of law.

The employee may perform the following duties, including but not limited to:

- (1) Legal work of a preparatory nature, such as legal research, the assemblage of data and other necessary information, drafting of pleadings, briefs, and other similar documents;
- (2) Direct communication with the client or third parties regarding matters such as scheduling, billing, updates, confirmation of receipt or sending of correspondence and messages; or
- (3) Accompanying an active member in attending a deposition or other discovery matter for the limited purpose of providing clerical assistance to the active member who will appear as the representative of the client.

Signed by: \_\_\_\_\_ Dated: \_\_\_\_\_

Print Name: \_\_\_\_\_ State Bar member no. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_