

Mandate for transfer of files and deeds

This form authorises the transfer of your files and deeds from your previous solicitor to your new solicitor.

To the Judicial factor, You are authorised to transfer the client files and all relevant documentation

Belonging to

Name of Client
Address

Post code

From

Name of former solicitor's firm
Address

Post code

To

Name of new solicitors firm
Address

Post code

Mandate for transfer of files and deeds

Client declaration

I agree that my files are transferred on the basis that I will pay all outstanding costs for completed or ongoing work carried out on my behalf by my former firm of solicitors. This money is payable to the Judicial Factor.

If money is paid to my new solicitor for this work, I instruct my new solicitor to pay the relevant fee to the Judicial Factor. This instruction cannot be revoked. If the fee cannot be agreed it will be assessed by an independent Law Accountant or the Auditor of Court. The cost of the assessment will be shared between both parties.

Client signature

.....
Date

Client signature

.....
Date

To be signed by your new solicitor

Solicitor declaration

To assist the Judicial Factor complete his or her work, I undertake to return the relevant files if requested.

Solicitor's signature

.....
Date

Please return to:

The Judicial Factor Atria One, 144 Morrison Street, Edinburgh EH3 8EX
(or LP1, Edinburgh-1 if sending by Legal Post)