

## “TO DO” LIST IN CONNECTION WITH FIRM NAME CHANGE

TASK	Person Responsible	Completed? Yes / No	Miscellaneous / Comments
<u>Notify Building Management</u>			
<u>Lobby Directory</u> : Change placard in lobby directory.			Will building management change the sign? Is there a fee? Confirm with Ernest.
<u>Elevator Banks</u> : Change sign in each elevator bank			Will building management change the sign? Is there a fee? Confirm with Ernest.
<u>Change name with Citibank</u> : Change name on all accounts			
<u>AP Checks</u> :			
<u>Deposit Slips</u> :			
<u>Billing/Accounting System</u>			
<u>Letterhead</u> : Distribute new letterhead template.			
<u>Fax Covers</u> : Distribute new fax coversheets.			
<u>Central Voice Mail System</u> : Change central voice mail message.			Need to ensure that our new name appears as outgoing ID.
<u>Individual Voice Mail</u>			
<u>Mass Client Alert</u> : Alert clients via e-mail blast			
<u>Notify Post Office</u> : Ensure post office continues to deliver mail with old name, & fill out any necessary paperwork.			

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<u>Website</u> : Change name on firm website.			E-mail addresses on website need to be changed.
<u>401(k) Plan</u> : Notify appropriate party(ies)			Possible modification amendment? Check with plan sponsor.
<u>Medical, Life &amp; Other Insurance Carriers</u> : Notify all insurance carriers and plans of name change (e.g., Aetna, Oxford, Guardian, etc.)			Possible modification amendment? Check with plan sponsor.
<u>NYC Bar Association</u> : Notify the NYC Bar Association of name change.			If possible, this should be done by 1 comm'n to the bar ass'n. If not possible, each attorney responsible for changing the info on his/her own.
<u>Other Bar Associations</u> : If attorneys belong to bar associations other than NYC Bar, notify those associations.			
<u>Worklaw</u> : Notify Worklaw Network.			Ensure also that Firm's name is changed on Worklaw website.
<u>E-mail Signatures</u> : Change e-mail signatures			

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<u>Postini</u> : Directions about how Postini affected.			
<u>Remote Access</u> : Distribute new remote access instructions			
<u>Legal Pads &amp; Labels</u> : Will new legal pads and labels be ordered?			Should we use up old pads so as not to be wasteful? Do we shred old labels?
<u>Colleague Notification</u> : Notify personal and professional colleagues of name change and new e-mail addresses.			Note that some of our standard adversaries should be notified
<u>Inn of Court</u> : Ensure proper notification to Inn of Court, if needed.			
<u>Sign in Reception Area</u> : Continue with process already begun about changing sign in lobby			
<u>Martindale Hubbell</u> : Do we have to notify Martindale Hubbell?			Is there any fee associated with this? Is this necessary?
<u>White Pages</u> : Do we have to change our listing in white pages?			Is there a fee associated with this? Is this necessary?

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<u>Court Notice</u> : Notify courts (state and federal) in which litigation is pending			Ascertain also change for Electronic Filing Systems.
<u>Notice to NLRB</u> : Notify NLRB for purposes of future cases and pending ones.			Name already changed in central NLRB database, but need to provide individual case numbers to <a href="mailto:tanya.khan@nlrb.gov">tanya.khan@nlrb.gov</a> . Tanya will notify each NLRB investigator.
<u>Notice to AAA</u> : Notify American Arbitration Association for purposes of future cases and pending ones.			ascertain whether one notification is sufficient, or whether each attorney will have to provide her with list of pending case numbers.
<u>Notify EEOC &amp; NYSDHR</u> : Notify EEOC and SDHR for pending cases.			
<u>Attorney Registration</u> : Each attorney must change his/her attorney registration w/ NY and other state bars.			Each attorney admitted in another state responsible for process required for other state.
<u>Notify NYS Department of Taxation and Finance</u>			

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<p><b><u>Vendors:</u></b> Notify the following vendors and any others that are not included on the list below:</p> <ul style="list-style-type: none"> <li>• New York Law Journal</li> <li>• BNA, Inc. (for Daily Labor Report and any other books and circulars)</li> <li>• Broadview Telephone</li> <li>• Calling Cards</li> <li>• LAN Associates</li> <li>• Accountants</li> <li>• LEXIS</li> <li>• Car services</li> </ul>			

<ul style="list-style-type: none"> <li>• Copier company</li> <li>• AMEX</li> <li>• Companies through which we have standing book / supplement orders</li> </ul>		<p>Also notified:</p> <p>University Club  FedEx Kinko's  ADP  Black Box  Fed Ex  Deer Park Spring  Water  Konica  Pitney Bowes  Verizon Wireless  Pace Professional  Services  AXA Equitable  Life  <b>Cityside Archives</b>  <b>NYS Insurance</b>  <b>Fund</b>  <b>VIP Connections</b></p>	
<p><u>Firm Bio and Attorney Bios</u></p>			<p>Update Bios</p>