

Sample Recordkeeping Account Forms for Client Trust Accounts

The following forms, taken from the ARDC publication, *The Client Trust Account Handbook*, can be used as a guide to establishing the records required by Rule 1.15(a). Rule 1.15 allows you to maintain the records required by this Rule by electronic, photographic, or other media provided that printed copies can be produced, and the records are readily accessible to the lawyer.

Trust Account Receipts Journal

Trust Account Disbursements Journal

Trust Account Client Ledger Page

Trust Account Checkbook Register

Trust Account Monthly Reconciliation Report

Trust Account Record Retention Checklist

Rule 1.15(a) also requires that complete records of client trust account funds and other property be kept by the lawyer and preserved for a period of seven years after termination of the representation.

Finally, Rule 1.15(a)(8) requires that appropriate arrangements be made by the lawyer for the maintenance of the records in the event of the closing, sale, dissolution, or merger of a law practice. This means that the lawyer must maintain the account records in a way that ensures that trust funds are readily identifiable, accessible and protected during transitions in the lawyer's practice, particularly in the event of death disability or retirement.

Reconciliation Report

Rule 1.15(a)(7)

(Done at least quarterly)

Balance in the Trust Account Journals:
Receipts Journal ó Disbursement Journal

Balance in Client Ledger Pages:
Amount of all client ledger pages

Balance in Checkbook Register

É All three balances should be the same and equal to the bank statement (less for outstanding checks & net interest for IOLTA accounts, plus in-transit deposits)

TRUST ACCOUNT RECONCILIATION REPORT

TRUST ACCOUNT NO. _____

PERIOD OF _____ to _____

CLIENT LEDGER BALANCES

Amount

Client _____ \$ _____

Client _____ \$ _____

Client _____ \$ _____

Client _____ \$ _____

Client _____ \$ _____

Client _____ \$ _____

Client _____ \$ _____

Attorney Funds for Bank Charges, if any \$ _____

Total Client Ledger Balances \$ _____ *

Trust Account Journals Balance
(Receipts minus Disbursements) \$ _____ *

Trust Account Checkbook Balance \$ _____ *

BANK STATEMENT BALANCE

\$ _____

Less Outstanding Checks - _____

Less net interest accrued - _____

Plus In-Transit Deposits + _____

Adjusted Bank Statement Balance \$ _____ *

* These amounts must be identical to each other.

Trust Account Record Retention Checklist

Account Information:

Name of Client Trust Account: _____

Trust Account #: _____

Financial Institution: _____

Type of Account:

IOLTA Account: _____

Non-IOLTA Account: _____

Client: _____

Tax I.D.#: _____

Location of Records: _____

Account Journals

Check Register _____ to _____

Receipts Journal _____ to _____

Disbursements Journal _____ to _____

Client Ledger Journal _____ to _____

Reconciliation Report _____ to _____

Bank Statements _____ to _____

Deposit Slips _____ to _____

Time/Billing Records _____ to _____

Reconciliations _____ to _____