**To: Memo to File**

**From: [attorney]**

**Re: Case Transfer memo [client name] [case number]**

**ATTORNEY WORK PRODUCT PRIVILEGED AND CONFIDENTIAL**

Next Court date(s)

[Date], [time], [courtroom]

Parties

[client], [address], [phone], [email], [any other contact information]

[other respondent parent], attorney: [attorney name]

[other respondent parent], attorney: [attorney name]

Children: [names and ages of children], Guardian ad litem: [name of GAL]

Case status

[provide brief history of case, information about upcoming hearings, status of compliance with treatment plan, and any other information the new attorney needs to be able to pick up and represent this client right away]

Other information

[any other pertinent information for the new attorney]