



INDIANA STATE
BAR ASSOCIATION

RETIREMENT AND SUCCESSION PLANNING

A Guide for Indiana Attorneys



SPONSORS

Thank you to the following, whose financial support made the development and distribution of this guide possible:



ACKNOWLEDGEMENTS

The ISBA gratefully acknowledges the following individuals who were involved in the creation, preparation, and revision of this guide.

ISBA Retirement Taskforce

Douglas D. Church

Kevin P. McGoff

John C. Trimble

Donald R. Hopper

Loretta A. Oleksy

Ted A. Waggoner

Additional Contributors

Kevin Alerding

Indiana Office of Admissions
& Continuing Education

Hon. Loretta H. Rush

Jim Calloway

ISBA Well-Being Committee

Carol Seaman

Karin Fowler

Hon. Edward W. Najam, Jr.

Cory Sprunger

Robert A. Garelick

Ritman & Associates,
a USI Affinity Company

Christian A. Stiegemeyer

Danielle Garza

Stephen Terrell

Indiana Bar Foundation

Additional Reviewers

Jody M. Butts

Ruth Johnson

David W. Sullivan

C. Erik Chickedantz

Melissa Keyes

David A. Temple

Joseph R. Fullenkamp

Patrick J. Olmstead, Jr.

Stephen Terrell

Robert A. Garelick

Cory Sprunger

Sources

In addition to the taskforce, the contributors, and the resources listed in Chapter 10, many resources were helpful in shaping this guide. In particular: *Find Your Landing Zone – Life Beyond the Bar* by Kevin McGoff and *Planning Ahead: A Guide to Protecting Your Clients' Interests in the Event of Your Disability or Death*, published by the Oregon State Bar Professional Liability Fund.

CONTENTS

Preface	5	Chapter 5: Setting Yourself Up for Success ...	25
Introduction: There Is No One-Size-Fits-All Approach to Retirement	6	Cultivating Interests and Connections	25
Your Retirement Roadmap	7	Saving for Retirement	26
Chapter 1: Addressing Obstacles to Retirement Planning	8	Identifying a Successor	28
Identifying Obstacles to Retirement Planning	8	Chapter 6: Putting Your Plan into Action....	30
Overcoming Obstacles to Retirement Planning	9	Talking to the Firm	30
Retirement Planning for Law Firms	11	Notifying Clients and Colleagues	31
Chapter 2: The Lawyer's Duty to Plan Ahead	13	Selling Your Practice	32
The Lawyer's Fiduciary Duty to Clients	13	Chapter 7: Insurance and Document Retention	35
The Lawyer's Duty to Family	14	Managing Your Insurance	35
The Lawyer's Duty to Self	15	Document Retention	37
Chapter 3: The Consequences of Not Planning	16	Guidelines for Development of a File Retention and Destruction Policy	37
Partner Rebellions and Departures	16	Chapter 8: The Logistics	41
Illness and Disability	17	Your Indiana Law License in Retirement	41
Dying at Your Desk	18	Closing Your IOLTA Account Checklist	42
The Attorney Surrogate Program	19	Funds Disbursement Guidance	43
Chapter 4: Getting Started	20	Retirement Checklist	43
Are You Ready for Retirement?	20	Life After Retirement	45
Preparing for a Big Change	22	Chapter 9: Sample Forms and Templates....	49
Exploring Your Options	23	Chapter 10: Articles, Rules, Formal Opinions, and Resources	76
		Books	76
		Articles	76
		Formal Opinions	78
		Other Resources	78

PREFACE

Many lawyers see their practice as a calling, a lifelong journey of service. Why stop serving the rule of law, playing a key role in our republic, and helping clients? The rewards are countless, and the future without this calling is often uncertain. In these ways, retiring from the practice of law is not simply giving up a job.

But as lawyers, we have a special responsibility for maintaining the quality of justice. Retirement is not just about whether you remain a “competent, prompt, and diligent” lawyer, as professional standards demand. For these reasons, it is valuable to think of retirement as a continuing conversation not only about when to retire but also about putting an effective plan in place. This guide includes information on how to think of retirement as a conversation, offering a roadmap that includes relevant considerations for retirement planning and ways to effectively implement that plan.

In this guide, the Indiana State Bar Association frames retirement as a crucial part of every attorney’s journey. Indeed, retirement is not something attorneys should think about only at the career’s end, but at every stage. This guide urges every attorney to ask, “If I were to slow down, retire, fall ill, or otherwise close my office, who would make sure my clients’ needs are served?”

We owe duties to our clients, families, and ourselves. After dedicating so much to others, focus on your duty to yourself. Give yourself the gift of time by using this guide to create a meaningful plan that honors your work and the legal profession. On behalf of the Indiana Supreme Court, thank you for all you have done to elevate our noble profession.

Hon. Loretta H. Rush

Chief Justice of Indiana
Indiana Supreme Court



INTRODUCTION



THERE IS NO ONE-SIZE-FITS-ALL APPROACH TO RETIREMENT

Retirement planning has been the subject of countless books, seminars, webinars, and online resources. But when looking for guidance on issues that are personal, unique, and specifically tailored to your life and career, no one resource will have all the answers you need.

This guide is no exception.

Every reader will turn to these pages at a different time in their lives. Your interests are not the same as the lawyer who read this guide yesterday. Those who read it next week will not face the same financial situation or business arrangement as you do today. Retirement is a personal journey that requires each of us to carve a path that matches our individual needs, resources, and interests.

The purpose of this guide is not to hand you a one-size-fits-all approach to retirement. The goal is to help you consider key issues, understand what must be addressed in the retirement process, identify your next steps, and map out a successful exit strategy.

We have consolidated information and advice from our experiences, interactions with retired attorneys, and experts across the legal field. Although we can't provide the "perfect" retirement strategy or determine which options will suit your situation best, we can equip you with many of the right questions to ask, the possibilities to consider, and the best places to find more information.

If this guide leads you to more questions, then we have achieved one of our goals. Borrowing from British author Arthur C. Clarke, "[w]e don't pretend we have all the answers. But the questions are certainly worth thinking about."

And if this guide motivates you to stop merely thinking about retirement and begin actively preparing for it, then we have done our job.

Remember that while retirement can be an intimidating process, it is not a lonely one. As you work through this guide, rely on those who have come before you, draw support from your family and friends, and build an exit strategy that has you crossing the finish line of your career as strongly as you began it.

ISBA Retirement Task Force: Douglas D. Church, Donald R. Hopper, Kevin P. McGoff, Loretta A. Oleksy, John C. Trimble, and Ted A. Waggoner

