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Notice of Ann Rankin's Retirement and Hanh Pham's New Law Firm

It is with a mixture of joy and sadness that I am writing to let you know that after practicing law for 41 years, I will be retiring at the end of 2019.

During the first quarter of 2020, I will be in the office part time to finalize client matters that are in progress and that cannot easily be transitioned to a new firm; to answer questions; and to make sure that client files are sent to the new law firm you will be working with or sent directly to clients.

I am thrilled to let you know that attorney Hanh Pham, who has worked closely with me for ten and a half years, will be joining the firm of Hughes Gill Cochrane Tinetti, located at 2820 Shadelands Dr., Walnut Creek, CA 94598, phone number 925.926.1200 beginning January 1, 2020. If you would like to continue to work with Hanh and with her new firm, please contact John Gill of Hughes, Gill, Cochrane & Tinetti during the remainder of 2019, and please contact Hanh Pham. Her new firm can send you a retainer agreement, which they will need to have on file before they can begin assisting you.

Hughes Gill Cochrane Tinetti is a full-service law firm with expertise in common interest development and real property matters. Hanh's practice is in the area of transactional work, but there are also litigators at the new firm who can assist you if you need help of that kind.

I have known the lawyers at Hughes Gill Cochrane Tinetti for decades, and believe they are both competent and ethical, and that Hanh and the other attorneys in the firm will continue to provide excellent service and quality work product to clients.

If you'd like to work with Hanh and her new firm following my retirement, please let me know and my office will send your files to them directly with your consent after you sign their retainer agreement.

If you will be making other arrangements, please contact new counsel and sign their retainer agreement, and instruct us in writing where to send your files. We can also send your files directly to you, as long as you so instruct us in writing.

If you'd like other referrals, please give me a call or send me an email.

Please let us know your preference concerning where to send your files by filling out the form included with this letter. Under the Rules of Professional Conduct for Attorneys, any new law firm you retain will need a written retainer agreement on file before the firm can begin doing work for you.

For some clients, I am presently the registered agent for service of process of a corporation or an LLC. If I am the registered agent for your entity, I will need you to find a new registered agent by the end of the year. Hughes Gill Cochrane Tinetti may be able to provide this service, or you may find someone else to do this. I will be resigning as registered agent for all entities early next year.

We expect to conclude all ongoing governing document revisions and court petitions by the end of the year.

I have wrapped up all pending litigation matters.

All client funds that are in the trust account will be returned to the clients that own the funds by the end of the year, or by mid-January 2020 if we are still finishing work for you in December 2019.

Thanks, so much to all of you for entrusting your legal work to our firm, and for being colleagues and friends. You have enriched my life, and I am very grateful to all of you.

Please call or email me if you have any questions or concerns.

Very truly yours,

LAW OFFICES OF ANN RANKIN


Ann Rankin

Cc: Hanh Pham, Esq.
Enclosure

INSTRUCTIONS TO LAW OFFICES OF ANN RANKIN CONCERNING TRANSFER OF MY FILES

Client Name: _____

I understand that Ann Rankin is retiring from the practice of law by December 31, 2019.

I ask that she transfer my legal files to the following location: (check one or fill in the blank)

- A. Hughes Gill Cochrane Tinetti Attn.: Hanh Pham ____
- B. To the following lawyer or law firm (name, address, phone number and email address): _____

- C. Please return the file to me at the following address: (name of client, address, phone number and email address)

Dated: _____

By: _____
(signature of authorized person)

Ph: _____

Please print your name below

Please return this form by either emailing it to Ann Rankin, arankin@annrankin.com or by mailing it to: Ann Rankin, 3911 Harrison Street, Oakland, CA 94611

Please return the form by December 31, 2019 if possible.