

**Notice by Lawyer/Law Firm to Financial Institution and
Maine Justice Foundation (formerly Maine Bar Foundation) to
Establish a New Trust Account (IOLTA)**

Purposes of Form: Lawyers and law firms must use this form to notify Financial Institutions participating in Maine's Interest on Lawyer's Trust Accounts (IOLTA) Program and the Maine Justice Foundation (administrator of Maine's IOLTA Program) when a new Trust Account is established. This form authorizes Financial Institutions to disclose IOLTA records and information to the Maine Board of Overseers of the Bar, as required by Maine Bar Rule 6.

Instructions for Lawyers and Law Firms: This form must be completed and submitted by all lawyers and law firms opening a new Trust Account in Maine. Please: 1) Fill out the form. 2) Give the original form to the Financial Institution holding the Trust Account. 3) Send a hard copy or electronic copy of the form to Joan Gilbert, Maine Justice Foundation, 40 Water St., Hallowell, ME 04347 or jjgilbert@justicemaine.org. 4) If you have questions, contact Ms. Gilbert at the physical or email address or by phone at 207/622-3477.

Instructions for Financial Institutions: Please: 1) Remit all accrued interest (net of service charges, if any) monthly to the Maine Justice Foundation. 2) Use the Foundation's EIN # on the new Trust Account. 3) Comply with the Lawyer's Trust Account Overdraft Notification Agreement. 4) If you have questions, contact Joan Gilbert, Maine Justice Foundation, 40 Water St., Hallowell, ME 04347 or jjgilbert@justicemaine.org or 207/622-3477.

To: Financial Institution

Name _____

Address _____
Street or P.O. Box _____

City, State & Zip _____

From: Lawyer or Law Firm [hereinafter "the depositor"]

Name _____

Telephone _____

Address _____
Street or P.O. Box _____

Email _____

City, State & Zip _____

Bar Number _____

The depositor hereby asks the Financial Institution named above to establish a new Trust Account, as follows:

- 1) The account is established and governed pursuant to Maine Bar Rule 6. This means that interest will be accrued and paid in the same manner and at the same interest rate(s) applied to comparable accounts.
- 2) The depositor authorizes the Financial Institution to disclose to the Maine Board of Overseers of the Bar all Trust Account records and information required by Maine Bar Rule 6(c)(3) and Rule 6(d).
- 3) The depositor asks the Financial Institution to establish a new Trust Account by opening: *check one*
[] A new subaccount in my existing Trust Account # _____ *fill in existing account #*
or
[] A new Trust Account # _____ *fill in new account #*

Authorized Signature by Depositor: _____

Printed Name: _____ Date: _____