



3824 Barrett Dr., Suite 308, Raleigh, NC 27609  
919-401-1111, (fax) 919-864-2232, (text) 919-229-0646  
admin@monkslawnc.com, www.monkslawnc.com

May 16, 2022

RE: Sale of Monks Law Firm, PLLC

Greetings valued client,

I have appreciated the opportunity to assist you regarding your legal matter. I have been practicing law for over 33 years and while it has been rewarding, I believe it is time for me to make a change. I am selling my law firm to Ricardo Velasquez of Velasquez & Associates, and I expect the sale and transition to occur by July 1, 2022. Mr. Velasquez has been practicing law for over 18 years and our practices are very similar. A copy of his brochure is enclosed. But his firm has more lawyers, more staff, and more locations. I am very happy to have found a firm that will be such a good fit for my clients, and I am confident that they will do an excellent job resolving your case.

In accordance with the Rule 1.17 of the North Carolina State Bar Rules, I am informing you that you have the right to retain other counsel of your own choice either now, or after the sale of the firm and to take possession of your file, and any money you may have in trust, prior to the sale or at any time thereafter. Further, you need to act or object to Velasquez & Associates taking over responsibility for your case within 30 days of your receipt of this notice or your consent will be presumed, and a formal notice of substitution shall be submitted to the appropriate entity.

What does this mean for you? What is going to happen?

1. Your physical file and any money you may have in trust will be transferred to Velasquez & Associates and it will be retained in accordance with State Bar Rules.
2. Initially, Velasquez & Associates will occupy my space and your file will remain at the same location and me and my staff will be working for Velasquez & Associates to ensure a smooth transition. When you have questions or concerns, you will call the same phone number, text the same text number and email the same email and Velasquez & Associates will respond.
3. We would be glad to schedule either a personal or phone consultation to address any concerns that you may have.
4. Velasquez & Associates will honor our agreement and the fees you pay shall not be increased by reason of the sale.

I will continue to be available to work with you on your case as "of counsel" to Velasquez & Associates. I will continue to have complete responsibility for all family law, criminal law, and traffic ticket cases pursuant to our contract and will continue to operate out of my present location. I will transition over responsibility for all immigration cases to Velasquez & Associates after 60 days to ensure a smooth transition.

Respectfully,

A handwritten signature in blue ink, appearing to be "Steve Monks". The signature is fluid and cursive, written over a white background.

Steve Monks