

**SAMPLE
Conversion Worksheet**

Respondent's Harris IOLTA account number 1234567

Date	Transaction Details Deposit: payee/source/note Check: # and payee	Amount IN	Amount OUT	Minimum Balance Needed	Staff analysis, notes and task list	Task Done ?
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1. Jane Doe

1/1/15	State Farm check no. 101743199 payable to "Jane Doe, her attorney Respondent, Law Firm XYZ, Westside Chiropractic Clinic"	\$22,000			Respondent appears to sign the names of all parties on rear of State Farm check	
1/3/15	Check #1 to Jane Doe		\$12,000	\$14,720?	Balance ok	
4/28/15	Check #7 to Westside Chiropractic		\$2,700	\$2,700	Balance on 3/25/15 is - \$4.07 Conversion of Westside's \$	
	XYZ Firm?				Note: nothing to Firm XYZ, call them to see if it was a referral fee, were they ever paid?	Yes

2. John Smith or Joe Brown

3/18/15	Personal check from John Smith to Respondent In Note: "Escrow Funds for 100 E. State Street"	\$5,000			Note: call John Smith (info on check) and ask if he is buyer or seller, and who does R represent	No
4/28/15	Check #8 to Joe Brown Note: 100 E. State Street		\$5,000	\$5,000	Balance on 3/25/15 is - \$4.07 Conversion of John Smith's earnest money	

3. Helen Ward

3/22/15	Geico check number 766492 payable to "Helen Ward, Respondent her attorney, and Northshore Hospital"	\$8,000			Balance on 3/25/15 is - \$4.07 Conversion of Helen Ward and Northshore funds	
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4/28/15	Check #9 to Helen Ward		\$2,666.66	\$5,333.32		
5/15/15	Check #10 to Northshore Hospital		\$2,666.66	\$2,666.66		

4. Janet Who

4/27/15	Allstate Check no. 77984 payable to Janet Who, Dr. John Smith and Respondent	\$18,000			Janet's money used to pay off above conversions, all paid out from her \$	
7/14/15	Check # 18 to Janet Who		\$12,000	\$12,000	Low balance on 5/12/15 is \$68.22, conversion of \$11,931.58 of Who's \$	
	Dr. John Smith?			?	No check to Dr. John Smith, subpoena Allstate to locate/contact, likely conversion on 5/12/15 of Dr. Smith's money	No

5. Tom Jones

5/17/15	Geico check no 777 payable to Tom Jones and Respondent for \$6,000	\$6,000				
5/19/15	Check #11 to Tom Jones		\$4,000	\$4,000	Sufficient funds No Conversion	