

Dated:

First Contact Conflicts Screening Form

Person taking Call

Responsible Lawyer/Legal Counsel if matter is opened

Person making contact

Contact Address

Phone Number(s)

Job Title

Company

Matter

File Number

Notes

Potential Client(s) (people and entities)

New Client New Matter for existing client

All other people or entities involved in the matter and their roll/status*

Conflicts search information

Done by

Steps taken

Date completed

Search Results

- No Conflict
- Conflict Confirmed
- Possible Conflicts

Details on confirmed/possible conflicts

Refer to conflicts person/committee

- Yes No

Retainer declined

- Yes No

***Potentially relevant people or entities for a conflicts of interest search by matter type:**

Litigation: insured, plaintiffs, defendants, guardian ad litem, spouse, expert witness(es), lay witness(es), opposing counsel
 Corporate/Business/Real Estate: owner/spouse, partner(s), shareholder(s), director(s), officer(s), subsidiaries/affiliates, key employees, buyer(s), seller(s), property address, any opposing party in transaction, property PIN number.
 Estate Planning: executor, spouse or partner/children/heirs/devisees, personal representative, testator
 Probate: deceased, personal representative, spouse or partner/children/heirs/devisees, trustees/ guardian/conservator
 Family law: client, spouse, prior married names, maiden name, children, grandparents
 Criminal: client, witness(es), victim(s), co-defendant(s)
 Worker’s Compensation: injured worker, employer, insurer
 Bankruptcy: client, spouse or partner, creditor(s)

Conflict Check prepared by:

Instructions to user:

- Please use this form for the purpose of collecting information from a potential client for the purposes of conducting a conflicts of interest search prior to conferring or meeting with the client.
- PLEASE DO NOT COLLECT ANY CONFIDENTIAL INFORMATION WHEN COMPLETING THIS FORM.
- Please use the attached list of potentially relevant people or entities to make sure you collect all relevant information so that the firm can complete a proper search for a conflicts of interest search