

Matter intake checklist

Complete before any advice is given

Matter number _____ Date opened _____ Practice area _____
 Responsible lawyer _____ Supervisor _____ Client _____

☒ Tick each step when it is done, then initial and date it, so the file shows who did what and when. Records for each section are overleaf.

1. Client and parties

Step	Initials	Date
☐ Full legal names, including former names As they appear on identity documents. Add previous, maiden and trading names.		
☐ Related entities and the other side Directors, trustees, parent and related companies, the other party and their lawyers.		
☐ Who can give instructions Name each person, their role, any limit on their authority and how they prefer to be contacted.		

PARTY DETAILS

Full legal name and any former names	Role in the matter (client, related, other side)	Entity type or registration number	Gives instructions?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

2. Identity and conflicts

☐ ID verified, method recorded Follow your firm's verification standard. Record each check in the table below.		
☐ Conflict search run on every party Search every name in the party table, including former names. Log each search overleaf.		
☐ Result recorded and cleared by A principal clears any possible conflict before any work starts.		

IDENTITY VERIFICATION RECORD

Person	Document type and number	Method (in person, copy, electronic)	Verified by	Date

3. Scope and engagement

☐ Scope in the client's own words What the client wants to achieve, and what you will and will not do.		
☐ Estimate given and costs disclosed In writing, in the form your rules require, before work starts.		
☐ Engagement letter sent and signed Ask for any money into trust at the same time.		
☐ Matter template applied and key dates diarised Limitation, hearing and settlement dates, each with a reminder.		

Records for the file

Matter number _____ Client _____

4. Conflict search log

Search every party, related entity and former name

Name searched	Relationship to the matter	Date searched	Searched by	Result
				☐ Clear ☐ Possible ☐ Conflict
				☐ Clear ☐ Possible ☐ Conflict
				☐ Clear ☐ Possible ☐ Conflict
				☐ Clear ☐ Possible ☐ Conflict
				☐ Clear ☐ Possible ☐ Conflict

Conflicts cleared by _____ Signature _____ Date _____

If the result was not clear: ☐ Informed consent in writing ☐ Information barrier in place ☐ Declined to act

5. Scope and estimate summary

Scope, in the client's own words

What is not included

Fee basis: ☐ Time ☐ Fixed fee ☐ Fixed fee by stage ☐ Other: _____

Estimate from \$ _____ to \$ _____ Given on _____

Costs disclosure given on _____ Method _____ Trust deposit asked \$ _____

6. Engagement sent and signed

Letter sent on _____ Sent by _____ Follow up by _____

Signed and returned on _____ Trust deposit received _____ Receipt number _____

7. Matter template and key dates

Matter template applied _____ Rates or fixed fee set up by _____

Date	Key date or deadline	Type (limitation, hearing, settlement)	Diarised by	Reminder set
				☐ Yes
				☐ Yes
				☐ Yes

Intake sign-off

Intake completed by _____ Date _____ Reviewed by supervisor _____ Date _____