

Legal Summary

▼ 1. Client Details

▼ a. Name

• i.

▼ b. Client/Matter Reference

• i.

▼ 2. Prelim Checks

▼ a. Conflict checked (include reference to search)?

• i.

▼ b. Client care letter sent (include ref)?

• i.

▼ c. Summary of instructions

• i.

▼ 3. Financial Details

▼ a. Current fee quote

• i.

▼ b. Review on

• i.

▼ 4. Court/Adjudicator Details

▼ a. Name of Judge/Adjudicator

• i.

▼ b. Court (TCC/Court of Appeal?)

• i.

▼ c. Court ref

• i.

▼ d. Date proceedings commenced

• i.

▼ e. Decision due on

• i.

▼ 5. Dispute Details

▼ a. Value

• i.

▼ b. Description

• i.

▼ c. Aim

• i.