Key Risk Checklist

LEGAL PRACTITIONERS' LIABILITY COMMITTEE

Client intake	Comment or detail
Complete the client intake checklist to establish if you should act for this **client** in this **matter** at this **time** .	
Immediate file review	**Comment or detail**
Conduct an immediate file review to determine:	
• critical dates and relevant time limits • outstanding issues • next steps.	
Internal procedure	**Comment or detail**
Scope and plan the required work.	
Issue detailed letter of engagement.	
Provide cost disclosure.	
Obtain signed cost agreement.	
Ask client to review and approve all trust account transactions and balance transferred.	
Identify any unpaid disbursements and clarify liability for payment.	
Determine if a payment of client funds into trust is required.	
External procedure	**Comment or detail**
Notify third parties (courts, tribunal, other side, Land Titles Office etc) of the change of practitioner.	

Approval	
Title	Date
Signature	