

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.