Retainer Instructions

Type of matter: ______________________________

Date:

CLIENT CONTACT

Name: ______________________________

____

Address: ______________________________

____

Postal: As above ☐ ______________________________

Contact: Mobile: ______________ Home: ______________ Work: ______________

Email: ______________________________

Preferred method of contact: ☐ Phone ☐ Email ☐ Post ☐ Other: ______________

☐ Existing client ☐ New client

Client Details and Verifying Identity: ☐ Completed ☐ Not required as identified within last two years

Conflict of Interest Check: ☐ Completed

Contents

Details of the matter

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What are we retained to do

Time frames

Client's:

Statutory:

Note: Review schedule of limitations.

Other side

Name:

Address:

Postal: As above ☐

Contact: Mobile: Home: Work:

Email:

Occupation:

ACN: Company search required: ☐ Yes ☐ No

Directors:

Other side's solicitor

☐ Yes ☐ No

Firm: ____________________

Name: ____________________

Address: ____________________

Postal: As above ☐ ____________________

Contact: Phone: ____________ Mobile: ____________

Email: ____________________

Costs

Discussed costs: ☐ Yes ☐ No Estimate $ ____________

Initial fees required: ☐ Yes ☐ No If yes: $ ____________

Send costs agreement: ☐ Yes ☐ No ☐ Send using electronic signatures

Other services

Wills and lifetime planning required: ☐ Yes ☐ No

Other: ____________________ ☐ Yes ☐ No

Open a file and make an appointment for instructions: ☐ Yes ☐ No

Source of work

____

For example, existing client, referral, Google.

Notes

File closing checklist

To be completed before closing a file

File name: | **File number:**

Date closed: ____/____/____ | **Date to be destroyed:** ____/____/___

Matter management	Yes	N/A
Has all work been completed and a letter finalising the matter sent to the client?	☐	☐
Have all undertakings been discharged and the discharge recorded?	☐	☐
Have all papers belonging to the client been returned to them with an appropriate letter?	☐	☐
Have all important future dates been provided to the client?	☐	☐
Have any issues or complaints raised by the client been resolved?	☐	☐
Are the database details up to date including any changes of address?	☐	☐

Financial management	Yes	N/A
Has the client received and paid the final account?	☐	☐
Has any trust account balance been returned to the client?	☐	☐
Have all external legal creditors been charged to the file and paid?	☐	☐
Has any work in progress been written off? How much? $ ____________________	☐	☐
Have any disbursements been written off? How much? $ ____________________	☐	☐
Have any debts been written off? How much? $ ____________________	☐	☐
Are the accounts ledgers clear?	☐	☐

File management	Yes	N/A
Has file been culled for: – Early and superseded drafts? – Duplications?	☐	☐
Have all unwanted electronic copies been deleted? E.g. USB sticks	☐	☐

Has the paper file been organised into chronological order and are the contents secured?	☐	☐
Have all title deeds, wills, trust deeds and other important documents been stored safely?	☐	☐
Are the physical and electronic files ready to be archived?	☐	☐

Authorised by: ______________________________ Date: ____/____/____

Partner/Solicitor