

SAMPLE

New Business Information Form

Before the firm agrees to take on new business for any client, the responsible billing attorney must complete the form below and return it to the chairman of the Screening Committee.

	Yes	No
1. Is this a matter for a new client?		
2. Is this a litigation matter? (All litigation matters for all clients, new or old, must be screened.)		
3. Though this matter is not at present a litigation matter, is there any possibility it will become or involve litigation?		
4. Conflict of interest checked?		
5. Is the payment of any or all of this matter contingent upon the occurrence of any event?		
6. Will approval of the firm's fees be required by any court or administrative body?		
7. If the matter is litigation:		
A. Is the firm representing plaintiffs or defendants who are individual where a corporation will not be ultimately responsible for fees incurred?		
B. Will the firm be representing a partnership having five or fewer partners?		
C. Will the firm be representing a corporation with five or fewer shareholders?		
8. Does the matter involve representation of an entity or group where fees will be paid on a prorated or other basis by individuals rather than by the entity itself?		
9. Does this matter involve work for another law firm, where fees will be paid by a client of that firm with whom we will have little contact?		
10. Is this a new matter for an existing client who has a history of late payment of fees in excess of 60 days past billing?		

If the answer to any of the above questions is yes (except for number 4), state below what you have done to ensure that fees will be paid.

If the answer to any of the above is yes, this matter must be reviewed by the Screening Committee.