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| **Method of initial communication:** Telephone / email / post/other (specify) | **Date of initial contact:** |
| **Date client contacted:** |
| **Client name:** *(including title; e.g. Mr/Ms)***Client’s postal address:** | **Email address:***(Is the client willing to be contacted in this way?* ***YES / NO****)***Telephone number(s):***(Is the client willing to be contacted in this way?* ***YES / NO****)* |
| **Has the client already instructed a solicitor?: YES / NO***(please delete as appropriate)* |
| **Is there a pending deadline?: YES / NO***If so, when?* |
| **Are we aware of any opponent in the case? YES/NO If yes, who?** |
| **Has a check of the past cases database been checked for any previous record?: YES / NO***(this should be done for the client, and where applicable the opponent)***Are we aware of any other conflict of interest issues at this stage?: YES / NO***(please delete as appropriate)* |
| **How did the client find out about XX Law Clinic?** |
| **Nature of the client’s problem:** |
| **Is the case suitable for the Clinic: YES / NO****In cases of unsuitability, the reasons are :****Was client referred elsewhere? YES / NO If so, where?** |
| **Appointment made for:***(please note the time and date)* |