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| **File Opening Form** |  |
| **File ref** |  |
| **UFN (legal aid only)** |  |

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| --- |
| About the client |
| **Name** |  | **DOB** |  |
| **Address** |  |
|  |  |
| **Postcode** |  |
| **Tel (1)** |  | **N.I No** |  |
| **Tel (2)** |  | **Email** |  |

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| **Risk and Compliance** |
| **Fee earner** |  | **Supervisor** |  | **Work type**  |  |
| **Department** |  | **Funding** |[ ]  **Legal aid** |[ ]  **Private** |
| **Matter**  |  |
| **Other parties for conflict check***If none, give reason* |  |
|  |  |
| **Conflict clear** |[ ]  **Yes** |[ ]  **No** | **Checked by** |  | **Date** |  |
| Risk assessment  |[ ]  **Ordinary** |[ ]  **High** (raise Risk Notice) |
| Costs/benefits test met |[ ]  **Yes** |[ ]  **No** |[ ]  **Not applicable** |
| Client ID |[ ]  **Requested** |[ ]  **Provided** |[ ]  **Not applicable** |
| AML risk |[ ]  **Low** |[ ]  **Medium** |[ ]  **High** |
| Property/Mortgage Fraud risk |[ ]  **Low** |[ ]  **Medium** |[ ]  **High** |
| Conveyancer Check (property matters only) |[ ]  **Other Conveyancers known**  |[ ]  **Unknown** |
|  | **If ‘Unknown’, do website checks/local enquiries check out?** |
|  |[ ]  **Yes** |[ ]  **No** |  |  |
| **Comments** |
|  |
|  |
|  |

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| --- | --- |
| **Opened by** |  |
| **Date** |  |