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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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** |  |