|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **File Opening Form** | | |  | | |
| **UFN (legal aid only)** |  | | **File ref** |  | |
| **Opened by** |  | | **Date opened** |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Client Details | | | | | | |
| Name |  | | | | | |
| Address |  | | | | N.I No (legal aid only) |  |
|  |  | | | | Date of birth |  |
|  |  | | | | Tel (home) |  |
|  |  | | | | Tel (work) |  |
| Postcode |  | | | | Tel (mobile) |  |
| Client type |  | New |  | Existing | Email |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Matter Details | | | | | | | | | | | | | | | | | |
| Case Type |  | | | | | | | | | | | | | | | | |
| Funding type |  | Private | | | | |  | Legal aid | | | | | | | | | |
| Fixed fee/estimate: | £ | | | | | | | | | | | | | | | | |
| Fee earner |  | | | | | | | | | Supervisor | | | | |  | | |
| Opponent/other parties  for conflict check |  | | | | | | | | | | | | | | | | |
| Conflict check clear |  | | Yes |  | | No | | | Checked by (initials) | | | |  | | | Date |  |
| Initial Risk Assessment by fee earner | | | | |  | | Ordinary | | | |  | High (Risk Notice to be raised) | | | | | |
| Matter satisfies ‘costs v benefits’ test | | | | |  | | Yes | | | |  | No | |  | | N/A | |
| Client ID | | | | |  | | Requested | | | |  | Provided | |  | | N/A  **(please provide reasons below)** | |
|  | | | | |  | | | | | | | | | | | | |
| Any special client instructions/ information | | | | |  | | | | | | | | | | | | |

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| **Conveyancer Check (property matters only)** | | | | | | | |
| Are the other party’s Conveyancers known to the firm? | |  | Yes |  | No | | |
| If ‘No’, have website checks/local enquiries been made? | |  | Yes |  | No |  | N/A |
| Comments |  | | | | | | |
|  |  | | | | | | |