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| **Risk Notice**  |

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| **Client** |  | **File ref** |  |
| **Matter** |  | **Fee earner** |  |
| **Stage of matter** | [ ]  Start of matter [ ]  During matter [ ]  Conclusion of matter |
| **Risk Category** (please tick one box from below) |
|[ ]  **SCOPE -** Novel/unusual area of law/outside competence |[ ]  **CLIENT -** Difficult/litigious/unreasonable client |
|[ ]  **VALUE -** Unusually high value of case |[ ]  **JURISDICTION -** Jurisdiction issues |
|[ ]  **CLAIM -** Elevated likelihood of complaint/claim |[ ]  **PROFILE -** High profile client/case |
|[ ]  **COMPLEX -** Unusual complexity to case |[ ]  **OTHER -** Risks not falling into any of above  |
| **Risk assessment by fee earner** |
| **Provide details of risks identified**\* *(e.g. nature of risk, action already taken, action that you consider is now needed etc.)* |
| **Signed (fee earner):** |  | **Date:** |  |

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| **Response from Risk Manager** |
| **Assessment of risk and actions required\*** *(e.g. evaluation of risk, steps to be taken to eliminate/ transfer/reduce risk etc.)*  |
| **Insurer to be advised?**  |[ ]  **Yes** |[ ]  **No** |  |
| **Signed:** |  | **Date:** |  |

\* *Continue overleaf if necessary*