

Form of New Client Memorandum

Dear all,

Below is a list of new clients for *[date]**[the week of_____]*. Please take a moment to review this list and respond with any known existing or potential conflicts in respect of any of the below-mentioned information as well as the nature of and extent of such conflict:

- Name of potential client;
- Any affiliated parties;
- In the case of a company, the names of any officers and directors,
- Description of proposed representation;
- Adverse parties, as applicable; and
- Responsible attorney.

Thank you,

[Intake Manager]