

# Legal Summary

## ▼ 1. Client Details

### ▼ a. Name

i.

### ▼ b. Client/Matter Reference

i.

## ▼ 2. Prelim Checks

### ▼ a. Conflict checked (include reference to search)?

i.

### ▼ b. Client care letter sent (include ref)?

i.

### ▼ c. Summary of instructions

i.

## ▼ 3. Financial Details

### ▼ a. Current fee quote

i.

### ▼ b. Review on

i.

## ▼ 4. Court/Adjudicator Details

### ▼ a. Name of Judge/Adjudicator

i.

### ▼ b. Court (TCC/Court of Appeal?)

i.

### ▼ c. Court ref

i.

### ▼ d. Date proceedings commenced

i.

### ▼ e. Decision due on

i.

## ▼ 5. Dispute Details

### ▼ a. Value

i.

### ▼ b. Description

i.

### ▼ c. Aim

i.