

Form: Conflict of interest verification form

PREVIEW

CONFLICT OF INTEREST VERIFICATION FORM

[Date]

[Staff attorney's name]

Potential Client: [Client's name]

Names submitted for verification:

[Names to check for a conflict of interest]

PLEASE DO NOT COPY

Date of Verification: [Date of the Conflict of interest was Verified]

Name	No Conflict of Interest
[Staff Attorney's Name]	

NOTES

THIS DOCUMENT

THANK YOU

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Non representation of a potential client due to a potential conflict of interest

PREVIEW

1. Use this form to non represent a potential client if a conflict of interest exists.

[Date]

[Client's name]
[Client's address]

Regarding: Disclosure of Potential Conflict of Interest

Dear [Client salutation]

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This letter is to inform you that this office will be unable to represent you in regards to [Matter for Representation] for which you have sought services as a result of a prior conflict of interest which has been identified.

I represented [Name of Attorney with Conflict] in [Prior Representation] which is a potential conflict of interest. This office can represent you with the consent of [Name of Attorney with Conflict]. Since the matters are not related, it is my belief that there is no actual conflict, but the consent of [Name of Attorney with Conflict] is required.

In that case, it will be possible to represent you further; otherwise, I will be happy to assist you to identify another attorney to help you in this matter.

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Very truly yours

[Attorney's name]

THANK YOU

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Letter to a prospective client declining legal representation

PREVIEW

1. Send this letter to inform a prospective client that the attorney will not represent the client.
2. Failure to notify the client, may result in a misunderstanding, complaint or mal-practice claim if the client mistakenly believes the attorney has undertaken the client's legal matter.

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THANK YOU

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Form: Letter to a prospective client declining legal representation

PREVIEW
[Date]

**ATTORNEY-CLIENT COMMUNICATION: THIS DOCUMENT AND ITS
CONTENTS CONSTITUTE LEGALLY PRIVILEGED INFORMATION**

[Client's name]

[Client's address]

Dear [Client's salutation]:

Please be advised that I am formally notifying you that I will not act as your attorney and handle the legal matter that you discussed with me in [Date].

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You have asked me to [State the nature of requested legal services that the prospective client desired, i.e. handle a will contest dispute, prepare an estate plan, etc.]

Based on my review of the matter, I cannot represent you; you may have viable legal rights or interests that require legal representation. Accordingly, I suggest that you contact another law firm, or the Lawyer's Referral Service in order to obtain another lawyer as soon as possible.

As we discussed, you generally have two years from the date your cause of action arose to file a lawsuit. The date that a cause of action arose is sometimes difficult to determine. Generally, a cause of action arises when an incident or misrepresentation occurs. It is a starting point in time for the beginning of a legal right or remedy. For instance, if a deceased family member signed a will and died on May 1, 1999 and you believe the gifts made to a beneficiary was obtained by undue influence, then you must file your lawsuit and serve all of the defendants before May 1, 2001.

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FAILURE TO FILE A SUIT AND SERVE THE OPPOSING PARTIES CAN AND USUALLY WILL PREVENT YOU FROM LATER PURSUING YOUR CASE IF YOU FILE YOUR SUIT AFTER THE STATUTE OF LIMITATIONS DEADLINE; THEREFORE IF YOU WISH TO PURSUE YOUR CLAIM YOU SHOULD CONSULT ANOTHER ATTORNEY IMMEDIATELY.

Some limitation periods are as short as 6 months and some are as long as 4 years.

If you desire to pursue your legal matter, you should consult an attorney and have a legal opinion rendered as to the exact date that the statute of limitations expires on your legal matter. We have not agreed to render such an opinion nor have we been paid to perform that legal analysis.

THANK YOU

The fact that we have decided not to take your case and have declined to enter into an attorney-client relationship with you does not mean that you have a bad case. You may have a good case; you may be able to find an attorney that will be happy to take your case. They may even want to take it on a contingency basis and pursue the matter and obtain a good recovery for you.

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We are not able to take every legal matter that we review, therefore we urge you to contact another attorney to review your legal matter. If you do not know any other attorneys, you may find the Lawyer's Referral Service helpful. Their telephone number should be listed in the Yellow Pages along with the names and telephone numbers of many attorneys who are advertising for new business.

You should contact another attorney immediately with any questions you may have regarding your legal matter and any time limits that may be applicable to your legal matter.

This letter also confirms the fact that we have not advised you to take any specific actions concerning your legal matter. We have not advised, suggested or made you settle your legal matter since we have not acted as your attorneys. Furthermore, this letter confirms our statements made to you that you should not drop your legal concern just because we cannot take your case.

We are also returning any documents that you asked us to review.. I have included an acknowledgment form with this letter, please sign it and return it to me. If you have any questions, please contact me in writing at the above address

Very truly yours,

[Attorney's name]

Certified Return Receipt Requested Number:

[If possible, have the client sign the acknowledgment.]

Individual Acknowledgment:

I have received and read letter which informs me that my attorney is no longer representing me. I acknowledge the following:

1. that [Attorney's name] is not taking my case,
2. that I should contact another attorney if I desire to pursue my legal matter,
3. that my cause of action expires at the end of the statute of limitations period,
4. that I must comply with any court deadlines or statute of limitations which may be applicable to my legal matter.
5. that I have received all of the documents and physical objects back _____[Attorney's name].

I acknowledge that no attorney-client relationship exists between myself and the attorney who wrote this letter.

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Client's name

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THIS DOCUMENT

THANK YOU

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