

Checklist For Hiring A Temporary Lawyer

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- ✓ Familiarize yourself with the applicable sections of the Code of Professional Responsibility and pertinent ethics opinions.
- ✓ Before discussing the assignment or committing the firm to hiring this temporary, be sure to review with her the names of existing and former firm clients, opposing party(ies), opposing counsel and any potential clients or parties. Review with her also the names of other firms for which she has performed services and the names of clients in those matters.
- ✓ Limit access of the temporary lawyer only to information necessary to complete the project assigned.
- ✓ Do not give the temporary lawyer access to areas where files are kept.
- ✓ Counsel lawyers, paralegals and staff to avoid conversations about unrelated cases within the vicinity or hearing of the temporary lawyer.
- ✓ Remind lawyers and staff to preserve other clients' confidences, especially with or around the temporary lawyer. Highlight the areas of potential exposure or vulnerability:
 - ✓ Conversations
 - ✓ Computer screens
 - ✓ Unattended or open files/papers on a desk or table
 - ✓ Wastebaskets
 - ✓ Recycling bins
- ✓ Set aside an isolated area within the firm's offices in which the temporary lawyer must work.
- ✓ Do not allow the temporary lawyer to take files or paperwork off-site.
- ✓ Maintain daily time records showing the names of all clients and the title of all matters for which the temporary lawyer has worked.
- ✓ Keep a record of all screening and training precautions taken, including initial assignment conference with temporary hire and all subsequent instructions.