

Checklist To Guide A Temporary Lawyer

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- ✓ When the hiring partner or placement agency calls, ask immediately for the names of the client, all opposing party(ies), opposing counsel and any potential clients or parties. Purpose: to establish that you are mindful of your obligations as a temporary and to avoid potential conflicts of interest or imputed disqualification.
- ✓ At your first conference with the hiring partner, make sure you understand the scope of your assignment and the potential for conflicts within this firm and other firms for which you've worked. Ask for a list of firm clients and of opposing counsel, opposing party(ies), and potential clients and parties. Make sure you disclose any conflicts or potential conflicts. You owe it to the hiring partner to let him make the decision whether a conflict exists or may arise. Prepare and deliver to the hiring partner a list of all firms for which you've worked and the matters to which you've been assigned.
- ✓ Consider all firm clients as your own, even if you have no direct contact with them.
- ✓ Make sure your work area contains only files on which you are working, when on-site at the firm. Return other files immediately to the lawyer for whom you're working.
- ✓ Ask the firm to remove any files or materials not related to the matter for which you have been hired, if you are asked to work in a common area.
- ✓ Draft an engagement letter with the firm with assurances as to your obligation to maintain client confidences.
- ✓ Maintain a complete daily accounting of time spent for the firm, including all matters and clients for which you work.
- ✓ If an opposing firm calls while you are working for a firm, decline assignment.
- ✓ Check the applicable sections of the Code of Professional Responsibility and all pertinent ethics opinions.
- ✓ Resolve any doubts or questions by revealing them immediately to the lawyer in charge of your assignment.