**Checklist To Hire a Lawyer for Litigation**

Litigation involving your business can be legally complicated, but it can also be time-consuming and time-intensive. The first step is often to find an appropriate attorney. It may be the case that you already possess one, it is necessary to have an attorney experienced in litigation.

You will want to meet with an attorney you are considering hiring, to see if you and the attorney can work together. You will really be interviewing the attorney just like you are interviewing a job applicant. In order to do the best possible job on your behalf, your attorney needs your input and cooperation. At your first meeting with your attorney, you should be prepared to provide the following information:

**INFORMATION ABOUT YOU**

|  |  |
| --- | --- |
| Last: First: Middle Initial: | Title |
| Name of Business: | Tax I.D. Number |
| Address: |
| City: State: SIP: Phone:  |

## COMPANY INFORMATION

|  |
| --- |
| Type of Business: In Business Since: |
| Legal Form Under Which Business Operates: Country: Company ð Partnership ð Proprietorship ð |
| If Division/Subsidiary, Name of Parent Company: In Business Since: |
| Name of Company Principal Responsible for Business Transactions: Title: |
| Address: City: State: SIP: Phone: |
| Name of Company Principal Responsible for Business Transactions: Title: |
| Address: City: State: SIP: Phone: |

## FINANCIAL INFORMATION

|  |  |
| --- | --- |
| **Company Total Assets** **Company Total Liabilities Annual Net Income** | **Amount of Credit Requested:** |
| Have you or your officers or affiliates ever filed a petition in bankruptcy? Yes ð No ð |
| Is your company subject to any litigation? Yes ð No ð If so, describe:  |

**INFORMATION ABOUT YOUR OPPONENT**

|  |  |
| --- | --- |
| Last: First: Middle Initial: | Title |
| Name of Business: | Tax I.D. Number |
| Address: |
| City: State: SIP: Phone:  |

## COMPANY INFORMATION

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**INFORMATION ABOUT THE INCIDENT- WHY IS THIS GOING TO COURT?**

Are you suing or being sued?

Describe what occurred that makes you want to sue your opponent or that resulted in you being sued:

How much are the damages you have suffered?

How much have you budgeted for this lawsuit?

Are there written documents that relate to any agreements you have with your opponent?

Are you aware of any claims your opponent may have against you? If so, please explain them