**Conflicts of Interest Search Results Memo**

1. Circulate this form to all attorneys and staff, making sure to attach the completed Conflicts of Interest Search Form.
2. Give a deadline for the return of the memo:
3. Have all attorneys and staff answer all of the following questions:
   1. Do you have any business interest with:

Client? Yes No

Anyone associated with client? Yes No

Anyone associated with persons/entities? Yes No

* 1. Do you have any personal interests with:

Client? Yes No

Anyone associated with client? Yes No

Anyone associated with persons/entities? Yes No

* 1. Have you had any current or past relationship, affiliation or association with this client? Yes No
  2. Do you know of any reason we should not represent this client? Yes No

If you have answered yes to any of the above, please give details below:

Signature of Attorney/Staff: Date:

Page 38

**PRACTICE AID GUIDE:** The Essentials of Law Office Management

**CHAPTER 2** Conflicts of Interest