|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Inquiry** | **Yes** | **No** | **N/A** | **Notes/Comments** | **Note improvements needed & dates for**  **follow up** |
| **Declining Cases** | | | | | |
| **1-1.** If you decline to represent the prospective client, do you send a non-engagement letter? |  |  |  |  |  |
| **1-2.** Does your non-engagement letter state clearly:  **a.** That no lawyer-client relationship exists? |  |  |  |  |  |
| **b.** Warn about statutes of limitations? |  |  |  |  |  |
| **c.** Suggest that they seek other counsel? If so, do you recommend anyone? |  |  |  |  |  |