|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Inquiry** | **Yes** | **No** | **N/A** | **Notes/Comments** | **Note improvements needed & dates for****follow up** |
| **Conflicts of Interest** |
| **1.** Did you review HRPC Rules 1.7 - 1.11 on conflicts? | [ ]  | [ ]  | [ ]  |  |  |
| **2.** Do you engage in any of the following practices:**a.** Act as both counsel and an officer or director for a corporation? | [ ]  | [ ]  | [ ]  |  |  |
| **b.** Have a financial interest (other than fees) in a client matter? | [ ]  | [ ]  | [ ]  |  |  |
| **c.** Purchase real estate from a client? | [ ]  | [ ]  | [ ]  |  |  |
| **d.** Hold the position of beneficiary in a client’s will? | [ ]  | [ ]  | [ ]  |  |  |
| **e.** Engage in any direct business transactions with a client? | [ ]  | [ ]  | [ ]  |  |  |
| **f.** Concurrently represent actual or potential adverse parties? | [ ]  | [ ]  | [ ]  |  |  |
| **g.** Rely on your memory to identify former representations which may pose a conflict? | [ ]  | [ ]  | [ ]  |  |  |

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| **Inquiry** | **Yes** | **No** | **N/A** | **Notes/Comments** | **Note improvements needed & dates for follow up** |
| **Conflicts of Interest** |
| **3.** Do you have either a comprehensive electronic or manual system to check for conflicts that is available to all attorneys and staff in the firm? | [ ]  | [ ]  | [ ]  |  |  |
| **4.** Do you request detailed information from prospective clients (i.e., former names, alternate spellings, adverse parties, etc.) to discoverconflicts? | [ ]  | [ ]  | [ ]  |  |  |