

# CONFLICT RESOLUTION STEPS CHECKLIST

## Step 1 – Identify the conflict

Who is my client?

What am I engaged to do?

### Who may be affected by the engagement if undertaken:

Current clients Yes ☐ No ☐

Current matters Yes ☐ No ☐

Related matters for former clients Yes ☐ No ☐

Partners, family members of former clients Yes ☐ No ☐

## Step 2 – Considerations

### Have I considered...

New client perspective ☐

Existing client perspective ☐

Myself and the firm's perspective ☐

## Step 3 – Outcomes

**Do not act** ☐

**Act** but with disclosure and informed consent ☐

## Step 4 – Reflect

Have the facts changed? Yes ☐ Start at **Step 1**

(Are any witnesses a former client or related)

No ☐