

Due Diligence Schedule for Lateral Attorneys:

- For past 3 years, a schedule reflecting Fees Billed, Fees Collected, Billable Hours Worked, Average Rate and Compensation.
- For top five clients, provide prior years and anticipated current year fee billings and collections.
- Copies of K-1, Schedule C or W-2 showing income from legal services for the preceding three years.
- Personal Financial Statement (Recent)
- Information on clients you anticipate will retain (firm applied to) if you move here.
- Business plan (Summary of how you plan to expand your business as a part of (firm applied to.)
- Resume
- References (Attorneys worked with at current / prior Firms)
- All clients worked with in past 2 years, grouped by industry, listing fees originated for past 2 years.
- All director/officer positions
- Matters being handled by current firm for which you know (firm applied to) represents an adverse party.
- Suspended from practice of law? Sanctioned in any way?
- Ever been a Defendant in any admin proceeding, arbitration or criminal or civil court action?
- Been a party Defendant in any professional malpractice claim in the past ten years?
- Is there any pending or threatened litigation against you?

- Does your current member/partnership agreement place any restrictions on the timing of your joining (firm applied to) or clients you can serve at (firm applied to)?