



Checklist for declining a matter

Clearly confirm that the representation is declined and that there is no lawyer/client relationship. You need not set out your reasons for your decision.

Return any documentation or other property obtained during the consultation.

Refer to the fact that statutes of limitations may apply to bar recovery if steps are not taken promptly to pursue rights or remedies. If a specific statute of limitations poses an immediate problem, specific reference should be made to a need for urgent action on the part of the client.

Advise the client to seek other legal counsel as soon as possible to pursue his/her rights.

Take care not to express an opinion on the merits of the claim unless careful research has been conducted to support the position.

Confirm acknowledgment of receipt of the non-engagement letter by the client and document his/her receipt.