

Conflict of Interest Check

Use this template to cOI screening for [matter type].

Template Metadata

Field	Details
Category	Legal
Owner	[Team or owner]
Version	[Version number]
Effective Date	[Date]
Review Cycle	[Monthly / Quarterly / Annual / Event-based]
Status	[Draft / In Review / Approved]

Search Methodology

Describe the systematic approach to identifying conflicts. Specify what information must be collected from the prospective client, how to identify all parties and related entities, and what sources to search.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

Database Queries

Detail the specific searches to run in the firm's conflict database. Include search terms, variations, aliases, and affiliated entities. Describe how to search for corporate families, subsidiaries, and related.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

Review Criteria

Define what constitutes a conflict under the applicable Rules of Professional Conduct (current client conflicts, former client conflicts, imputed conflicts). Provide decision criteria for common scenarios with clear.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

Escalation Process

Describe the workflow when a potential conflict is identified: who reviews, timeline for resolution, and how to handle ambiguous situations. Include the role of the Ethics Committee or designated Ethics Partner.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

Waiver Procedures

Explain when a conflict may be waived with informed consent, the requirements for a valid waiver, who must consent, and how to document the waiver. Reference applicable RPC rules. Use flowchart-style descriptions and.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]