

In House Counsel Checklist: New Lawsuits

Matter Name: _____

When new lawsuits are served, please check the following:	Check to confirm
Calculate your response date	<input type="checkbox"/>
Secure extension (if needed)	<input type="checkbox"/>
Are correct parties named?	<input type="checkbox"/>
Is service proper?	<input type="checkbox"/>
Enter into your matter management system (if applicable)	<input type="checkbox"/>
Determine amount at issue	<input type="checkbox"/>
Advise business unit executives	<input type="checkbox"/>
Identify the person who owns the problem	<input type="checkbox"/>
Early resolution possible?	<input type="checkbox"/>
Advise risk management	<input type="checkbox"/>
Is there insurance coverage?	<input type="checkbox"/>
Provide notice to carriers	<input type="checkbox"/>
Advise controller, internal audit function (if necessary)	<input type="checkbox"/>
Engage outside counsel	<input type="checkbox"/>
Determine scope of litigation hold	<input type="checkbox"/>
Develop a list of custodians	<input type="checkbox"/>
Determine if electronic devices are part of the hold (smart phones, tablets, voicemail)	<input type="checkbox"/>
Send hold notice out to all parties	<input type="checkbox"/>
Is reserve required?	<input type="checkbox"/>
Is there an important commercial relationship with the plaintiff?	<input type="checkbox"/>
Are there other parties that may be involved?	<input type="checkbox"/>
Are there important commercial relationships with any potential party?	<input type="checkbox"/>
Does any party owe us an indemnity?	<input type="checkbox"/>
Do we owe indemnity to any party?	<input type="checkbox"/>
Will there be a media issue?	<input type="checkbox"/>
Do any regulatory agencies need to be notified?	<input type="checkbox"/>