Document checklist for a first inquiry with PRC counsel

Start with a redacted account and file list; agree secure transfer before sending full records.

Identity and relationship

□ Person’s name and nationality, city or location, and the name of the proposed client: _____

□ Your relationship, authority to communicate and existing counsel: _____

Procedure and urgency

□ Authority, case number if known, notices or orders, execution and service dates: _____

□ Known hearing, filing or other deadline; identify its source, not just an estimated date: _____

Work and communication

□ Question to resolve, requested work and documents available: _____

□ Your time zone, language needs and proposed contacts: _____

□ Confirm acceptance, client, lawyer and firm, scope, fees and confidentiality before treating an inquiry as an engagement.

Instructions and official source links: https://www.wwgglawyer3.com/downloads

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