

To: [Successor Name/Department Head]

From: [Current Lead Attorney/Professional Name]

Date: [Current Date]

Subject: Internal Case Handover - [Client Name] - [Case/Matter Reference Number]

1. Matter Overview

Matter Name: [Insert Name]

Matter Type: [e.g., M&A, Compliance Audit, Litigation]

Key Objectives: [Briefly describe the goal of the representation]

2. Current Status

As of [Date], the current status of the file is: [Describe current stage]. The following milestones have been completed: [List completed actions].

3. Immediate Deadlines & Actions Required

- [Date]: [Description of Deadline]
- [Date]: [Description of Deadline]
- [Action Required]: [Description of Task]

4. Key Contacts

Client Contact: [Name, Title, Email, Phone]

Opposing Counsel (if applicable): [Name, Firm, Email]

Relevant Third Parties: [Vendors, Experts, or Regulators]

5. Documentation and File Location

Physical File Location: [Room/Cabinet Number]

Digital File Path: [Link to Server or Document Management System]

Key Documents: [List critical contracts, pleadings, or memos]

6. Outstanding Billing/Financials

Current Unbilled Time: [Amount/Hours]

Pending Expenses: [Description of disbursements]

Retainer Status: [Current Balance]

7. Conflicts and Risks

[Detail any potential conflicts of interest, sensitive client dynamics, or anticipated legal risks].

8. Handover Confirmation

I confirm that I have briefed [Successor Name] on the details of this matter. All relevant materials have been transferred.

Signature (Transferring Party): _____

Signature (Receiving Party): _____