

INITIAL CLIENT INTERVIEW

I. Telephone Interview

A. Screen the Case

B. Establish Basic Facts

C. Schedule Immediate Appointment

D. Beware of Shoppers

E. First Impressions

II. Office Interview

A. Basics

B. Basic Facts

C. Critical Facts

D. Close the Deal

INVESTIGATION

I. Initial Considerations

A. Nature of Case - complex v. simple

B. Cost

C. Time Constraints

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II. Purpose

A. Identify Potential Defendants (Who to Sue)

B. Theories of Liability (Why are You Suing)

C. Witnesses (Who Saw It)

D. Physical Evidence (What They Saw)

III. Timing

A. Before Suit Filed

B. After Suit Filed

IV. Investigator

A. Attorney as Investigator

B. Private Investigator

V. Sources

A. Basic

B. Reports

C. Government Sources

CHOOSING A FORUM

I. Federal Court v. State Court

A. Federal Court Jurisdiction

B. Advantages

C. Disadvantages

II. State Court Forum

A. Venue

B. Waivable

C. Considerations