## Purposes of initial client interview
- Obtain information from client
- Explain legal process to client
- Evaluate client as client and witness
- Covey attorney competence and professionalism
- Develop rapport with client
- Other

## Introduction
- Comfortable setting
- Welcome
- Attorney brief roadmap of interview
- Confidentiality
- Other

## Client Narrative
- Detailed description by client, including content and feelings
- Attorney open ended questions
- Attorney presence (eye contact, body language, listening)
- Note taking unobtrusive
- Other

## Attorney Follow-Up
- Open ended
- Prepositional
- Closed ended
- Attorney summary

## Client Objectives
- Client description of objectives
- Best possible outcome
- Worst fears
- Other

## Conclusion
- Options and strategies
- Likely outcomes
- Attorney’s fees
- Going forward with atty/client relationship?
- Next steps for client
- Next steps for lawyer