

**Litigation Skills and Professionalism Lab  
Initial Client Interview Rubric 2010**

<p>Purposes of initial client interview</p> <ul style="list-style-type: none"><li>• Obtain information from client</li><li>• Explain legal process to client</li><li>• Evaluate client as client and witness</li><li>• Convey attorney competence and professionalism</li><li>• Develop rapport with client</li><li>• Other</li></ul>	
<p>Introduction</p> <ul style="list-style-type: none"><li>• Comfortable setting</li><li>• Welcome</li><li>• Attorney brief roadmap of interview</li><li>• Confidentiality</li><li>• Other</li></ul>	
<p>Client Narrative</p> <ul style="list-style-type: none"><li>• Detailed description by client, including content and feelings</li><li>• Attorney open ended questions</li><li>• Attorney presence (eye contact, body language, listening)</li><li>• Note taking unobtrusive</li><li>• Other</li></ul>	
<p>Attorney Follow-Up</p> <ul style="list-style-type: none"><li>• Open ended</li><li>• Prepositional</li><li>• Closed ended</li><li>• Attorney summary</li></ul>	
<p>Client Objectives</p> <ul style="list-style-type: none"><li>• Client description of objectives</li><li>• Best possible outcome</li><li>• Worst fears</li><li>• Other</li></ul>	
<p>Conclusion</p> <ul style="list-style-type: none"><li>• Options and strategies</li><li>• Likely outcomes</li><li>• Attorney's fees</li><li>• Going forward with atty/client relationship?</li><li>• Next steps for client</li><li>• Next steps for lawyer</li></ul>	