

Consultant Checklist

To be completed by the Law Practice.

Name of Consultant: _____

Role of Consultant: _____

Name of Law Practice: _____

Please tick (✓)

A Supervision

Yes No

1.	Does the law practice control the person's relationship with clients or the person's workflow? (eg. does the law practice direct clients to the person?)		
2.	Does the law practice or a manager or partner of the law practice supervise or manage the person's work?		
3.	Does the law practice provide the person with training on its practice management systems, file management, document generation and billing practices?		
4.	Does the law practice have policies and procedures with which the person must comply?		
5.	Does the person work within a practice team within the law practice?		
6.	Does the person send their work to the client on the law practice's letterhead?		

B Remuneration

Yes No

7.	Is the person paid wages or a salary for the services they provide?		
8.	Does the law practice pay income tax in respect of the person's remuneration?		
9.	Does the law practice pay or give the person leave entitlements such as annual leave, sick leave, long service leave etc?		
10.	Does the law practice pay benefits to the person's superannuation fund?		

C Use of Resources and Property

Yes No

11.	Does the person use the law practice's resources when performing services to clients or the law practice (eg. office space, word processing and other services)?		
12.	Does the person pay a fee for or towards the overhead costs for the use of the law practice's resources?		
13.	Does the person delegate work to others within the law practice (eg. other lawyers, paralegals or other staff)?		

continued overleaf..

D Engagement of Services**Yes No**

14. Does the person invoice the law practice for the performance of services?
15. Is the person engaged to work for the law practice on a long-term basis or indefinite period of time?
16. Does the person have the ability to terminate their relationship with the law practice at any time or within a short timeframe?
17. Does the person have an exclusive arrangement with the law practice?

E Client Management**Yes No**

18. When the law practice bills a client for the person's work, is their work included in the law practice's bill of costs (as opposed to appearing as a separate account or as a disbursement or additional cost separately itemised on the bill)?
19. Does the person maintain a separate trust account to hold the trust moneys of clients?
20. Is the law practice a party to the retainer letter or costs agreement relating to the work that the person performs for clients?

F Insurance Arrangements**Yes No**

21. Does the person carry their own Professional Indemnity Insurance?
22. Is there an agreement between the law practice and the person as to indemnity for work done by the person? (if Yes, please provide additional details below)

G Additional Information

23. Please add any additional information here.

I declare that the above information is accurate:

Name	Position	Date
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FOR OFFICE USE ONLY**Underwriter's recommendation:**

Consultant covered under insurance policy of law practice.

Law Practice Name _____

Law Practice No. _____

Underwriter's recommendation:

Consultant not covered under insurance policy and is required to make own insurance arrangements.

Law Practice Name _____

Law Practice No. _____

Underwriting Authorisation: