



Standard Lateral Partner Questionnaire

(LPQ) TEMPLATE

A standard, blank Lateral Partner Questionnaire a partner candidate or hiring firm can use to structure a lateral move. It mirrors the sections US and UK firms use — candidate profile, professional history, book of business, client and matter detail, conflicts, compensation and capital, team, professional-conduct disclosures, restrictive covenants and notice, and references.

CANDIDATE NAME

PREPARED FOR (FIRM)

DATE

01 Candidate & practice profile

Identifying information, qualifications, and a short description of your practice. Complete every jurisdiction in which you are admitted and confirm you are in good standing.

Full legal name

Current firm / organisation

Current title (equity partner / non-equity / income partner / counsel / other)

Primary practice area(s)

Office / city and primary jurisdiction of practice

BAR ADMISSIONS & GOOD STANDING

Jurisdiction	Admission year	Bar / roll number	In good standing? (Y/N)

Education (institution, degree, year) and notable qualifications

Practice summary — the work you do and the matters you are known for

02 Professional history

Your employment history, in reverse-chronological order. Include every law firm and in-house role, with dates and titles. Gaps should be explained.

Client (or code)	Relationship owner	Collections (last yr)	Recurring / episodic	Likely to follow? (H/M/L)

FIRST-YEAR PORTABLE REVENUE PROJECTION

Scenario	Projected first-year collections	Key assumptions
Minimum / conservative		
Reasonably expected		
Optimistic		

Concentration — what share of the book is your single largest client, and why it is (or is not) at risk

Work in progress (WIP) and accounts receivable (A/R) on portable clients, including amounts aged past 60 days

04 Client & matter detail

A description of significant client relationships and the nature of the work — enough for the finance and partnership committees to understand the book without disclosing client confidences or privileged information.

Significant client / sector	Nature of work	Fee arrangement	Years as client

Referral sources and how new work typically originates for you

> Do not list clients whose identity you are obliged to protect, and never attach your current firm's proprietary printouts or reports.

05 Conflicts of interest

The first gate. The hiring firm must clear conflicts before an offer — an unwaivable conflict ends a process regardless of the book. List clients, adverse parties and matters of substantial involvement so the firm can run its check. Disclose only what is permitted: under ABA Formal Opinion 09-455 and Model Rule 1.6(b)(7) you may share conflicts information no greater than reasonably necessary, without compromising privilege.

CLIENTS & ADVERSE PARTIES (LAST 3-5 YEARS OF SUBSTANTIAL INVOLVEMENT)

Client (or non-confidential identifier)	Adverse / related parties	Matter type	Status (active / closed)

Are any current or recent matters subject to an ethical screen, joint representation, or a prior-firm restriction?

No Yes — described below

If yes, describe (without disclosing confidential client information)

> The firm will run its own independent conflicts check and may seek written client waivers, screen you under Model Rule 1.10(a)(2), or decline the matter where a conflict cannot be resolved.

06 Compensation, capital & financial terms

Your current compensation structure and any capital obligations. This feeds the compensation committee's placement decision. Firms may request supporting W-2 / K-1 documentation later in the process.

Current compensation structure

Base / guarantee + bonus Monthly draw + distribution + bonus Pure equity / points
 Other

Component	Year -2	Year -1	Current / YTD
Base / draw			
Bonus			
Distributions (if equity)			
Total compensation			

Capital contributed (paid-in capital) at current firm

Return-of-capital schedule on departure

Compensation expectations and any guarantee / structure you would need to consider a move

07 Team & business-development support

The people and resources your practice depends on. Note whether the book travels with you alone or requires team members, and what support you would expect.

Team member	Role / title	Critical to the book? (Y/N)	Likely to move with you?

Business-development needs, marketing support, or infrastructure your practice requires

08 Professional conduct & disclosures

Candid disclosure here is decisive. Non-disclosure that later surfaces during diligence is far more damaging than the underlying item. Answer each prompt; describe any 'Yes' on the lines that follow.

Bar disciplinary history, complaints, or sanctions (any jurisdiction)

No Yes

Malpractice claims or professional-liability matters, threatened or filed

No Yes

Investigations, criminal matters, or regulatory actions involving you

No Yes

Litigation involving you personally (e.g. fee, employment, partnership disputes)

No Yes

Have you ever been asked to leave an employer?

No Yes

For any 'Yes' above, describe the circumstances, status, and resolution

09 Restrictive covenants, notice & transition

Obligations to your current firm that affect timing and client transition. In the US, Model Rule 5.6 makes most agreements restricting a lawyer's right to practice unenforceable, but notice periods, capital-return timing, and (in some jurisdictions) deferred-compensation forfeiture still apply. UK / SRA-regulated partners typically face longer notice and enforceable covenants.

Required notice period under your partnership / LLP agreement

Are you subject to garden leave, non-solicitation, non-dealing, or other post-departure restrictions?

No Yes — described below

If yes, summarise the restriction, its scope and duration

Deferred compensation or capital subject to forfeiture on departure?

No Yes

Client-transition plan — how you would notify clients and transfer active matters consistent with your professional obligations

10 References & rationale

Professional references the firm may contact later, with your consent, and your own view of the move. References are checked at the conduct-and-reference gate, usually after mutual interest is firm.

Reference name	Relationship	Email / phone	May we contact now? (Y/N)

Your rationale for the move and what success would look like in the first year

CANDIDATE CERTIFICATION

I confirm that the information provided in this questionnaire is, to the best of my knowledge, accurate and complete, and that I have not disclosed any privileged or confidential client information or my current firm's proprietary data in completing it.

Signature

Date