



FREE PREPARATION CHECKLIST

Legal Notice Checklist

Organise the facts, parties, documents, timeline and outcome before sending or responding to a legal notice.

PRACTICE AREA	LAST REVIEWED	FORMAT
Civil Litigation	25 August 2026	Text guide 1 page

Use this checklist to organise information before deciding on your next step. You do not need every item to start a conversation.

☐ A short summary of what happened and the outcome you want to pursue

☐ Names and contact details of the relevant parties

☐ Important dates and a simple event timeline

☐ Contracts, notices, invoices, messages or other supporting documents

☐ Copies of any earlier response, complaint or settlement communication

☐ Questions you want answered before sending or responding

PRIVACY AND SCOPE

This checklist is general information only and is not a complete list of required documents. Requirements vary by facts, jurisdiction and current law. Keep original files safe and share confidential material only through an appropriate channel when requested.