**PERSONAL CONFLICTS LOG**

You are strongly advised to keep a conflicts log from the moment you begin to engage in the student practice of law. Before hiring you as a lawyer, a law firm/organization may ask you for a list of the matters on which you have ever worked as a law student or lawyer. Your former employers/clinics/external placements may be unable or unwilling to help you prepare a list or may not be able to respond in the time you need. The best approach is to create a contemporaneous record. This will facilitate conflict checking as you move from clinic to clinic or SPO, and as you move between various summer internships and employers in the future.

This log likely captures more information than you will share with any new clinic, employer or organization where you plan to volunteer – but it will enable you to more easily resolve potential conflicts that are identified. E.g., a prospective employer may have a client with the same name but different adverse parties. When you need to provide conflict information to a new organization, you should not provide your Personal Conflicts Log as it will likely contain more information than you should be sharing. Rather, you should use this Log to tailor a new document that is responsive to the request for conflicts information, and is in line with your ethical duties around how much and when to share information. You may disclose information to your potential employer but only to the extent necessary to determine whether your employment would create any conflicts if the firm/organization hired you. For what and how to disclose, see [Massachusetts Rules of Professional Conduct, Rule 1.6(b)(7) and Comments 13 and 14](http://www.mass.gov/courts/case-legal-res/rules-of-court/sjc/sjc307-rule1-6.html), and [Boston Bar Association Ethics Committee Opinion 2004-1](http://www.bostonbar.org/docs/ethics-opinions/opinion-2004-1.pdf?sfvrsn=3).

While maintaining this form might strike you as a chore, doing so is imperative to ensure compliance with a lawyer’s duty of confidentiality and loyalty under the rules of professional responsibility. Before undertaking any particular legal assignment, if there is a high risk that that it might preclude future employment, you should consider asking your employer not to assign you to the matter for that reason. We do not foresee this happening often, but, for example, if you are clerking for Firm A in the first half of the summer and Firm B in the second half, you may not want to work on a problem at Firm A where firm B is on the other side.

Remember to store your Conflicts Log in a place that is password protected. You should also back up the program in a similarly secure way. Be sure to record your password somewhere safe, so that you will always be able to recover your data.

**PERSONAL CONFLICTS LOG**

| Employer/Clinic | Client Name | Adverse Parties/Interested Parties/Witnesses | Brief Description of Case/Matter |
| --- | --- | --- | --- |
| e.g. Harvard Legal Aid Bureau | e.g. Amy Smith | e.g. John Jones | e.g. Divorce including custody and child support |
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