SAMPLE ADMINISTRATIVE FORM

JOINT REPRESENTATION OF MULTIPLE CLIENTS

***[Practice Resource Center NOTE: Conflicts issues are very fact specific. It is for that reason that a blanket form is really not appropriate, particularly in the area of waiving future conflicts of interest. In order to consent to a conflict of interest, clients must discuss with the attorney the specific issues causing the conflict and potential adverse consequences of a waiver to the client. The same is true for a client's consent to disclosure of confidential information. A universal form simply cannot provide the kind of detailed information that would be required for a client to be adequately informed in making a waiver of conflict of interest. A client's signature on a blanket form should never be construed to constitute an adequate, informed waiver, without the full discussion with the client of the specific consequences of the specific waiver. If the attorney or law firm has questions about conflicts waivers, you should contact the ETHICS HOTLINE of The Florida Bar at (800) 235-8619.]***

**SAMPLE LANGUAGE TO CONSIDER**

**WHEN PREPARING A CONFLICT OF INTEREST WAIVER FORM.**

You have asked us to represent you [Client A] and [Client B] jointly in connection with [full description of matter]. We would be pleased to do so, subject to the following understandings.

Although the interests of [Client A] and [Client B] in this matter are generally consistent, it is recognized and understood that differences may exist or become evident during the course of our representation. Notwithstanding these possibilities, [Client A] and [Client B], have determined that it is in their individual and mutual interests to have a single law firm represent them jointly in connection with [full description of matter].

Accordingly, this confirms agreement of [Client A] and [Client B] that we may represent them jointly in connection with the above-described matter. This will also confirm that [Client A] and [Client B] have each agreed to waive any conflict of interest arising out of, and that you will not object to, our representation of each other in the matter described herein.

It is further understood and agreed that we may freely convey necessary information provided to us by one client to the other, and that there will be no secrets as between [Client A] and [Client B] unless both of you expressly agree to the contrary.

If you need to edit the terms of this letter, or wish to discuss any related issues, please contact us at your earliest convenience. However, if you agree that the foregoing accurately reflects our understanding, please sign and return the enclosed copy of this letter.