

INTER-OFFICE MEMORANDUM

To: New Associate
From: Senior Partner
Date: 1/3/12
Re: A potential client – Morgan Hampton

Last week, I received a walk-in visit from Morgan Hampton, a potential client. Ms. Hampton is employed at a local branch office of Bank of America, and I met her a few years ago when she helped me re-finance my home mortgage.

She wanted to talk to me about possible representation for an accident she had. I spoke to her only very briefly. In summary, Ms. Hampton went to dinner at the Wooden Horse Café in Tallahassee about five months ago. She met her sister there, along with her sister's son and daughter. She had to abruptly leave the restaurant, and fell down some stairs as she was going from the second floor to the first floor. I am a little uncertain as to what the restaurant did, if anything, to cause her fall. She claims to have injured her knee and her back as a result of the fall.

Ms. Hampton stated that she is unable to come in for an interview until January 30th. Apparently, for the next few weeks she will be out of town for vacation and for training. However, she stated that she would send in her niece and nephew, Allison Armstrong, and Brian Armstrong, for interview, since they were witnesses.

Please interview Ms. Hampton's niece and nephew on January 9th, and provide me with a memo summarizing the results of your interviews. Please also interview Ms. Hampton at length when she is available, so that you can provide me with a summary of that interview, and a brief case assessment. You may want to begin doing some legal research on the law pertaining to basic slip and fall/trip and fall cases, and well as the potential damages for these types of personal injury actions.

If we represent Ms. Hampton, you will handle this matter. Good luck.