

Litigation Readiness Checklist for Contract Managers

Be better prepared with a litigation readiness checklist

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Introduction

Contract managers are responsible for drafting, negotiating, and managing contracts on behalf of their organization, and may be involved in legal disputes related to those contracts. Contract managers can benefit from having a litigation readiness checklist to ensure their organization is prepared for legal disputes related to contracts.

The checklist can help identify relevant documents, review contracts for potential issues, evaluate risks, and develop a response plan. Be better prepared with a litigation readiness checklist. Overall, a litigation readiness checklist can help contract managers be better prepared in a legal dispute and minimize the potential impact of such disputes on their organization.



Legal and Regulatory Awarenes	
☐	Identify all relevant laws, regulations, and industry standards applicable to your organization
☐	Provide regular training and updates to employees on legal and regulatory obligations
☐	Establish procedures for monitoring and responding to changes in laws and regulations
Internal Policies and Procedures	
☐	Develop and maintain clear, written policies and procedures for all aspects of your organization
☐	Ensure employees are familiar with and adhere to established policies and procedures
☐	Regularly review and update policies and procedures to ensure ongoing compliance
Record Retention and Management	
☐	Implement a document retention policy that complies with legal and regulatory requirements
☐	Train employees on the proper handling, storage, and disposal of records
☐	Regularly audit recordkeeping practices to ensure compliance with the retention policy
Contract Management	
☐	Establish a centralized contract management system to track and store all agreements
☐	Train employees on proper contract negotiation, execution, and monitoring
☐	Periodically review key contracts for compliance with terms and conditions

Dispute Resolution and Escalation	
☐	Develop a dispute resolution policy outlining procedures for handling internal and external disputes
☐	Train employees on the dispute resolution process and escalation protocols
☐	Regularly review and update the dispute resolution policy to ensure effectiveness
Insurance Coverage	
☐	Assess your organization's insurance coverage, including general liability, errors and omissions, and directors and officers policies
☐	Review policy limits, deductibles, and exclusions to ensure adequate coverage
☐	Maintain open communication with insurance providers to address potential coverage issues
Early Warning Systems	
☐	Implement processes for identifying and tracking potential disputes, such as customer complaints or regulatory inquiries
☐	Establish clear channels for employees to report potential issues or concerns
☐	Regularly review and analyze early warning data to proactively address potential disputes
Litigation Hold Process	
☐	Develop a litigation hold policy and procedure for preserving relevant information in the event
☐	Train employees on the importance of litigation holds and the steps to follow when one is issued
☐	Regularly review and update the litigation hold policy to ensure compliance and effectiveness

Legal Team and External Counsel	
☐	Identify internal legal resources and establish relationships with external counsel as needed
☐	Ensure clear lines of communication between your organization and legal advisors
☐	Periodically review and assess the performance of legal advisors and adjust relationships as necessary
Post-Dispute Evaluation	
☐	Conduct post-dispute evaluations to identify lessons learned and areas for improvement
☐	Implement changes to policies, procedures, and practices based on evaluation findings
☐	Share evaluation results with employees and stakeholders to foster a culture of continuous improvement

Instructions to Use:

Please print out this checklist and use it as a reference to assess your organization's litigation readiness and legal preparedness for potential disputes. Place a checkmark in the boxes next to each completed item and use the blank spaces to add notes or additional tasks as needed. Review and update the checklist regularly to track progress and ensure ongoing litigation readiness.

This checklist helps you stay prepared for potential litigation threats. For advanced readiness, use an AI-enabled CLM solution like Aavenir Contractflow. It centralizes contract management, including drafting, negotiation, approvals, and renewals. Aavenir Contractflow offers document management, contract review, audit trails, analytics, obligation & compliance management, and real-time collaboration to improve your organization's litigation readiness and minimize the impact of disputes.

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Disclaimer: *This litigation readiness checklist is provided for general informational purposes only and should not be relied upon as legal advice. The use of this checklist does not create an attorney-client relationship between the user and Aavenir. Aavenir makes no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability of this checklist. Any reliance you place on the information in this checklist is strictly at your own risk. In no event will Aavenir be liable for any loss or damage arising out of, or in connection with, the use of this checklist*

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About Aavenir

Aavenir revolutionizes age-old procurement processes with AI-enabled Source-to-Pay solutions, including RFPflow, Onboardingflow, Contractflow, Obligationflow, and Invoiceflow. Built on ServiceNow, Aavenir solutions streamline procurement, legal, and accounts payable work processes using the latest technologies such as AI, ML, and NLP to

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Request for Proposal Management

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Onboarding & Supplier Information Management

Contractflow



Contract Lifecycle Management

Obligationflow



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Accounts Payable Automation

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