

ELYVIA LAW PLLC

Prospective Client and Contact Form Protocol

Protocol for initial inquiries, contact forms, and non-engagement status

Version date: May 26, 2026

Important notice: This policy is provided for general informational purposes and does not create an attorney-client relationship, does not constitute legal advice to any person other than an engaged client within the scope of a written engagement, and may be supplemented by matter-specific engagement terms, outside-counsel guidelines, data-processing terms, or client instructions.

Before Engagement

Contacting Elyvia Law does not create an attorney-client relationship unless and until the firm agrees in writing to represent you.

The firm may need to conduct a conflicts check before receiving detailed confidential information.

What to Send Initially

Initial inquiries should be limited to basic identifying information, the general nature of the issue, relevant jurisdictions, opposing parties or counterparties, and enough context for Elyvia Law to determine whether it can evaluate the matter.

What Not to Send Initially

Do not send privileged communications, export-controlled technical data, classified information, sensitive personal information, trade secrets, internal investigation files, sanctions-screening results, immigration records, transaction documents, source code, credentials, API keys, confidential board materials, or deadlines requiring immediate action unless Elyvia Law has specifically requested them through an appropriate channel.

Conflicts and Non-Engagement

Elyvia Law may decline or be unable to represent a prospective client.

If the firm does not agree to represent you, you should not rely on any communication as legal advice.

Template Website Form Language

Please do not include confidential, privileged, export-controlled, trade-secret, classified, highly sensitive, or time-sensitive information in this form. Submitting this form does not create an attorney-client relationship. Elyvia Law will review your inquiry and, where appropriate, contact you about next steps.

Template Acknowledgment Checkbox

I understand that submitting this form does not create an attorney-client relationship and that I should not include confidential, privileged, export-controlled, trade-secret, classified, highly sensitive, or time-sensitive information unless Elyvia Law has agreed to receive it.

Document status: Public-facing policy draft for website, client onboarding, and engagement workflow use. Internal implementation procedures, security configurations, vendor contracts, and matter-specific instructions should be maintained separately.