

Legal Data Room Checklist

A practical document-preparation checklist for confidential legal review

BEFORE YOU OPEN THE ROOM

Confirm the scope of the matter, assign document owners, remove duplicates, verify final versions, and apply access permissions before external reviewers are invited.

01 Corporate and governance

- Articles and organizational documents
- Shareholder and ownership records
- Board and shareholder minutes
- Subsidiary information
- Corporate approvals and resolutions

02 Material contracts

- Customer agreements
- Supplier and vendor contracts
- Partnership agreements
- Financing documents
- Property and equipment leases

03 Litigation and disputes

- Current litigation summaries
- Claims and threatened disputes
- Settlement agreements
- Regulatory proceedings
- Material legal correspondence

04 Employment

- Employment agreements
- Executive contracts
- Employee benefit arrangements
- HR policies
- Employment disputes

05 Intellectual property

- Patent records
- Trademark registrations
- IP assignment agreements
- Software licenses
- Technology and licensing agreements

06 Regulatory and compliance

- Licenses and permits
- Compliance policies
- Regulator correspondence
- Data protection documentation
- Compliance review records

FINAL REVIEW

Check naming, indexing, permissions, redactions, version accuracy, and whether every required document is ready for external access.