SIRIUS LEGAL BRIEFING TEMPLATE

A structured guide for legal exposure assessment and recommended next steps



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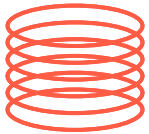
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LEGAL BRIEFING TEMPLATE SIRIUS

LEGAL BRIEFING TITLE

Board Risk Briefing or Litigation Update

CASE OR MATTER ID

Unique identifier for tracking and auditability

ATTORNEY NAME

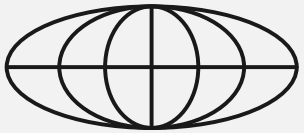
General Counsel and Senior Litigation Partner

PRIVILEGED AND CONFIDENTIAL

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PREPARED FOR

Board, Audit Committee, Compliance, and Legal stakeholders



EXECUTIVE SUMMARY AND LEGAL EXPOSURE

CORE LEGAL POSTURE

Core issues, governing standards, and current posture

QUANTIFY POTENTIAL CLAIMS

Claims likely to be asserted and the exposure drivers to quantify

MATERIAL RISK DOMAINS

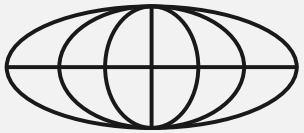
Litigation risk, regulatory scrutiny, and operational or contractual impact

REDUCE EXPOSURE NOW

Immediate actions to reduce exposure and preserve defenses

BOARD DECISIONS REQUESTED

Approvals, funding, or settlement posture guidance requested from the board



STATUTORY AND REGULATORY FRAMEWORK

KEY STATUTES

Identify relevant causes of action, duties, and available defenses

REGULATORY GUIDELINES

Agency expectations, reporting obligations, and enforcement posture

JURISDICTIONAL CONTEXT

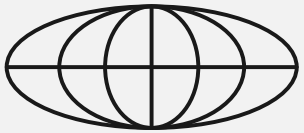
Venue, choice-of-law, and procedural constraints

COMPLIANCE CHECKPOINTS

Required policies, records, and governance controls tied to risk

INTERPRETATION NOTES

Leading authorities, agency interpretations, and open questions



CASE FACTS AND CHRONOLOGICAL TIMELINE

INTAKE

CASE INITIATION

Matter opened, initial allegations received, and scope confirmed

EARLY FILINGS

EARLY FILINGS

Pleadings and motions filed, jurisdiction challenged, and key dates set

DISCOVERY MILESTONES

DISCOVERY PROCESS

Document requests, depositions, expert notices, and production cadence

KEY DEVELOPMENTS

KEY RESOLUTIONS

Rulings, admissions, communications, and discovery disputes resolved

LEGAL ANALYSIS AND PRECEDENT REVIEW

FAVORABLE LEGAL FACTORS

Favorable precedent, statutory interpretation support, and evidentiary advantages

KEY LEGAL WEAKNESSES

Adverse authority, credibility risks, and procedural vulnerabilities

RISK ASSESSMENT MATRIX

Risk Band	Probability	Financial Impact	Reputational Impact	Overall Level
High	Likely	Material	Severe	Immediate action
Medium	Possible	Moderate	Meaningful	Active monitoring
Low	Unlikely	Limited	Low	Routine controls

SETTLEMENT, DEFENSE, OR COMPLIANCE PATHWAYS

Option	Cost	Timeline	Success Likelihood	Strategic Fit
Aggressive Defense	Higher	Longer	Moderate	Precedent value
Targeted Settlement	Moderate	Mid	Higher	Exposure cap
Compliance Remediation	Variable	Short to mid	Supportive	Regulatory risk reduction

RECOMMENDED ACTIONS AND NEXT DEADLINES

01

IMMEDIATE FILINGS

Confirm pleadings, motions, and service steps with responsible counsel

02

DEFENSE AND EVIDENCE

Preserve records, finalize discovery plan, and address privilege review

03

MITIGATION POLICIES

Remediation actions, communications controls, and board governance updates

04

LEGAL SIGN-OFF

Approvals for litigation posture, settlement authority, and compliance attestations