

Phone Call Log Form - Law Firm

Efficiently track and manage client communications with this **phone call log form** sample designed specifically for law firms. It ensures accurate documentation of call details to support case management and client relations. Utilize this form to streamline your firm's administrative processes while maintaining professionalism.

Date of Call:

Time of Call:

Staff Member Handling Call:

Client/Caller Name:

Phone Number:

Case/Matter Number:

Type of Call:

Incoming

Subject/Purpose of Call:

Details/Notes:

Follow-Up Required:

No

Action Taken/Next Steps:

Save Call Log

