

Key Issues and Best Practices for Corporate Internal Investigations

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Carlton Fields white collar and government investigations attorneys Adam Schwartz and Erin Hoyle authored an article in *Trial Advocate Quarterly* titled, “Key Issues and Best Practices for Corporate Internal Investigations,” listing the steps to take when companies and their retained counsel are handling investigations. Both public corporations and private companies may face significant inquiries into their compliance on legal issues and ethical practices. Upon administering an internal audit or confronting outside allegations, counsel should take the time to understand the background of the investigation, quickly collect and review potentially relevant information, conduct thorough witness interviews, and detail findings and conclusions in a well-written report. Schwartz and Hoyle advise that although there are no standardized rules in the area of internal investigations, following these procedures will help mitigate or potentially eliminate any actual or perceived compliance concerns.

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