



Joyce Bentubo

DIRECTOR OF NEW BUSINESS INTAKE

TAMPA

813.223.7000

813.229.4133

CONNECT

jbentubo@carltonfields.com

[LinkedIn](#)

Overview

The New Business Intake Department supports the firm's attorneys in conflicts resolution and the opening of new business. Members assist attorneys in the daily review of conflicts searches and clearance of any conflicts found from that review. All firm new business is opened by the New Business Intake Department. The department trains and assists firmwide users in the reading of conflicts searches and the operation of the firm's paperless business intake system. Staff members clear and integrate all attorney hires and non-attorney staff hires for the firm. The department also assists the firm's general counsel. Under his guidance, the department prepares engagement letters and waivers, erects and maintains ethical screens, gathers information and maintains databases for loss prevention reporting, and handles all aspects of conflicts resolution issues. The department also administers the firm's registered agent service, CF Registered Agent Inc., a service provided to firm clients.

Joyce Bentubo is the director of new business intake and has managed the department since 2002. She has been with the firm since 1979 and previously served in various positions within the firm, the most recent being conflicts and business intake manager.

