

ATTORNEY/CLIENT TASK CHECKLIST

CLIENT WILL:	DUE DATE	INITIAL
Obtain the following documents:		
Contact the following witnesses:		
Complete the following forms:		
<p>Prepare the following information for attorney:</p> <p>Narrative / chronology of circumstances of case. Write down the story of your case! Send to us by email if possible. In addition to the narrative, please include answers to the following questions:</p> <ol style="list-style-type: none"> 1. Why do you think you should succeed? 2. Why do you think the other party should <i>not</i> win? 3. What will the other party tell the court about why you should not win? 		
Other:		

ATTORNEY WILL:	DUE DATE	INITIAL
Draft the following documents:		
Prepare the following forms:		
Contact the following witnesses:		
Research the law/procedure on:		
Review the following documents:		
Other:		