

Follow-Up Checklist

Client:

Attorney and Client Consulted On:

By _____ (fill in date) Client will:

Obtain the following documents:

Contact the following witnesses:

Complete the following forms:

Prepare the following information for coach:

By _____ (fill in date) Attorney will:

Draft the following documents:

Prepare the following forms:

Contact the following witnesses:

Research the law or procedure on:

Review the following documents:

Other:

Other assignments:

Attorney initials:

Client initials: