

**Assignment Cover Sheet**

*You can type directly on this form and simply attach it with your other documents and submit through our website.*

|  |  |  |
| --- | --- | --- |
| Customer Name: | Your Client: | Your File # |
| Date of Loss: | Jurisdiction State: | Court: |
| Case # | SOL Date: | Attorney Name[[1]](#footnote-1): |
| Attorney Phone: | Attorney Email: | Assigned By: |
| Assigned Date: | **Due Date:** | Rush: Yes / No |
| Assignment Code[[2]](#footnote-2) | Font: 11.5 / 12 / 14 / Other | Spacing: 1.0 / 1.15 / 1.5 / 2.0 / Other |
| Page Restrictions: | Finished Product: Word / PDF / Other | Text: Left / Center / Full / Right / Other |
| Exhibits: Attach / Separate / Individual | Finishing: Cover / Bound / Print / Email | File with Court: E-file / Mail / None |
| Service: Attorney / Paramount / Other | Special Request: | Rate: |
|  |  |  |

***Approved:***

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Paramount Customer[[3]](#footnote-3)

1. All matters must be assigned by an attorney licensed in the respective jurisdiction, no exceptions. [↑](#footnote-ref-1)
2. Assignment Codes:

   Demand Package DEM Trial Exhibits TRE

   Complaint COM Deposition Summary DES

   Answer to Complaint ANS Notice of Deposition NOD

   Discovery to Adverse DTA Discovery Motion DMO

   Discovery from Adverse DFA Subpoena SUB

   Motion to Dismiss on Pleadings MTD Other Motions MOT

   Motion for Summary Judgment MSJ Settlement Memo SET

   Document Review DOC Trial Preparation TRL [↑](#footnote-ref-2)
3. All work is subject to our Terms and Conditions, available for download from our website. [↑](#footnote-ref-3)