



# SOAP Method for Advocacy, Paralegals, and Lawyers

Union of Saints

## **S – Subjective**

- **Client's voice.** What the client reports, feels, or expresses in their own words.
- Include emotional tone, concerns, and goals.
- This captures lived experience, not just facts.

## **O – Objective**

- **Factual observations and data.**
- Documents received
- Timeline of events.
- Your own neutral observations

## **A – Assessment**

- **Your professional analysis.**
- Legal/advocacy interpretation of facts.
- Possible risks, violations, or strengths in the case.

## **P – Plan**

- **Next steps.**
- Actions you (the advocate/paralegal/lawyer) will take, and what the client will do.

**S**

**O**

**A**

**P**