

SOAP Method for Advocacy, Paralegals, and Lawyers, Union of Saints

S — Subjective

The client's voice.

What the client reports, feels, or expresses in their own words.

Include emotional tone, concerns, and goals.

This section captures the client's experience.

O — Objective

Factual observations and data.

Documents received.

Timeline of events.

Neutral observations.

A — Assessment

Professional analysis.

Legal or advocacy interpretation of the facts.

Possible risks, violations, opportunities, or strengths within the case.

P — Plan

Next steps.

Actions the advocate, paralegal, or lawyer will take.

Actions the client will take.

Follow up tasks, deadlines, and documentation needs.

SOAP Quick Reference

S — Subjective

O — Objective

A — Assessment

P — Plan