

[Sample Checklist of Tasks for Limited Scope Representation]

TASK (PAGE 1/3)	ATTORNEY TO DO:	DATE COMPLETED:	CLIENT TO DO:
Draft papers to [describe legal action]			
File and serve papers			
Draft motions [describe]			
Draft affidavits and declarations			
Analyze case and advise of legal rights			
Procedural advice			
Formulating strategy and tactics			
Investigate facts; which issues?			
Obtain documents; which ones?			
Draft correspondence			
Review correspondence and pleadings			
Appear in court [explain limits]			

Attorneys Initials \_\_\_\_\_

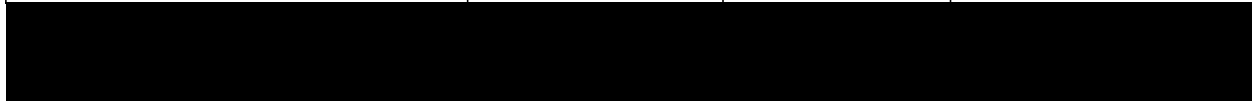
Clients Initials \_\_\_\_\_

TASK (PAGE 2/3)	ATTORNEY TO DO:	DATE COMPLETED:	CLIENT TO DO:
Calculate child/spousal support/damages			
Prepare subpoenas			
Take or defend depositions			
Review depositions and documents obtained from others			
Legal research and analysis [list topics]			
Respond to discovery requests			
Draft or analyze settlement proposals			
Contact witnesses/experts			
Draft orders and judgments			
Outline testimony			
Trial, negotiation, settlement conference preparation			
Review orders and judgments client drafts			
Draft orders			

Attorneys Initials \_\_\_\_\_

Clients Initials \_\_\_\_\_

TASK (PAGE 3/3)	ATTORNEY TO DO:	DATE COMPLETED:	CLIENT TO DO:
Draft disclosure documents			
Advise regarding appeal			
Enforce orders			
Draft other papers as necessary			
Other			
Other			
Other			
Other			



Dated: _____  _____ Attorney signature	Dated: _____  _____ Client signature
---	---