

TASK (PAGE 1/3)	ATTORNEY TO DO:	DATE COMPLETED:	CLIENT TO DO:
Draft papers to start divorce			
File and serve papers			
Draft motions			
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			

Attorneys Initials _____

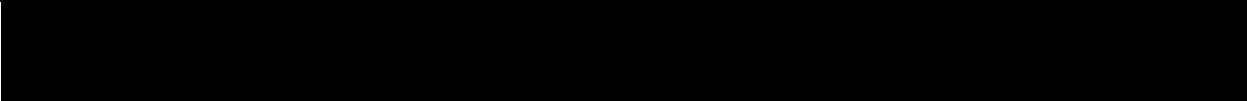
Clients Initials _____

TASK (PAGE 2/3)	ATTORNEY TO DO:	DATE COMPLETED:	CLIENT TO DO:
Run computer support programs			
Prepare subpoenas for documents			
Take depositions			
Review depositions and documents obtained from others			
Legal research and analysis			
Contact witnesses			
Draft or analyze settlement proposals			
Contact expert witnesses			
Draft orders and judgments			
Outline testimony			
Trial or negotiation 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
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