

Client Name:

Case Plan

Updated:

CASE PLAN

Litigation Deadlines:

1. Next Court Hearing
2. Next Filing Deadline

Other Litigation Deadline(s):

Investigation Deadlines:

1. Interviews
 - a. First Interview with Client
 - b. First Interview with Immediate Family Members
 - c. [Insert Interview Deadlines for Key Potential Witnesses]
2. Document Collection:
 - a. Request Prison Records
 - b. Request School Records
 - c. Request Medical/Mental Health Records
 - d. Request Juvenile Court Records
 - e. Request CPS/DFPS Records
 - f. Request Juvenile Probation Records
3. Expert Testimony
 - a. Research appropriateness of Expert
 - b. [Retain Expert]
 - c. Send Relevant Documents to Expert
 - d. Arrange for Interview with Client
 - e. Obtain First Draft of Expert Report

Internal Briefing Deadlines:

1. Outline
2. First Draft
3. Second Draft
4. Third Draft
5. Gather Exhibits for Filing
6. Finalize Filing with Supervisor
7. Filing Deadline

General Comments: