



ASSIGNMENT CHECKLIST

Date Assigned:

Client/Billing Number:

Supervising Attorney(s)	
Due date for this assignment	
Larger/secondary due date for overall product?	
Expected format for the assignment (informal memo, pleading, etc.)	
Sample available?	
Approximate time on the project? (floor or ceiling expectations)	
How should I follow up? (email, in person meeting) When should I follow up?	
Should I spend additional time on the background?	
Other notes	



Questions on the Law/Direction for Research	
What is the goal of this document?	
Relevant areas of the law to get started?	
Prior case/pleading that would be informative?	
Sources outside of case law that I should research?	
If you are unable to find relevant law in this state/district/circuit, would the attorney like you to check in before branching out?	
Is there a specific case that that attorney thinks would be helpful to start your research?	
Other notes	