NEW MATTER REPORT

Date Case/Matter Received _____ Client No. Assigned _____

CLIENT _____

A.K.A. (any other name you may be known by) _____

ADDRESS _____

City _____

State _____ Zip_____ DRIVER:s LICENSE # _____

Phone (home) (_____)_____-_____ Phone (work) (_____)_____-_____

Employer _____

Name of relative or neighbor _____ (Someone who will always know where or how to find you). Their telephone No. (___)_____-_____

Brief description of: what client wants, matter at issue or services agreed to;

Working title of file folder: _____

Adverse or Other Parties_____ _____

Court _____Docket No. _____

Opposing Counsel _____ Phone (_____)_____-_____

Judge _____ Phone (____)_____-_____

CRITICAL DATES:

First Response Due_____ Date to File_____

Date to Close _____ Statute of Limitations_____

Other Significant Dates_____

NEW MATTER CHECKLIST

Date:
Re:
Code:

	DO	DONE	
1.	_X	_____	Put new matter information in time and billing or accounting system
2.	___	_____	Give attorney checklist for following area of law
3.	_X_	_____	Use next available file number from time and billing system or assign file number (consult file number notebook) manually
4.	_X_	_____	Record file number in accounting system (if applicable)
5.	_X	_____	Create new client information report for file and/or entry into case management system
6.	_X_	_____	Distribute copy of new information report to all personnel (use LAN e-mail to send report)
7.	_X_	_____	Generate labels from case management/time and billing/accounting system and place on client file
8.	_X_	_____	Create hard copy of new matter information report and place in client file
9.	_X_	_____	Prepare client/attorney agreement form re: fee/costs
10.	___	_____	Prepare letter to client re: retainer fee and agreement form
11.	___	_____	Include pamphlet *How a Lawyer Computes Fees* with letter and agreement form
12.	_X_	_____	Note client information in case management/time and billing/accounting system to keep track of incoming contracts and retainer fees
13.	_X_	_____	Generate report of paid fees for attorney from time and billing/accounting system
14.	_X_	_____	Note in case management system that retainer is paid and signed agreement form is returned
15.	___	_____	Enter appropriate dates and times for the following in case management system

	Actual Date	*Advance Reminder Date(s)*
Statute of limitations:	_____	_____
Court date:	_____	_____
Other (namely):	_____	_____

16.	_X_	_____	Generate client ledger in accounting program and place in its file
17.	_X_	_____	Prepare client time and expense report and place in its file
18.	_X_	_____	Prepare subfile folders/notebook tabs entitled as follows and place in client=s file/notebook
	_X_	_____	Correspondence and Pleadings
	___	_____	Investigation and Exhibits
	___	_____	Research
	___	_____	Cost and Expenses
	___	_____	Closing Documents
19.	_X_	_____	Place copy of new client information report in the correspondence subfile
20.	_X_	_____	Put reminder in case management system to follow up on file one week from date of file open date found in the system
21.	_X_	_____	Place this checklist in correspondence subfile