WORK ASSIGNMENT SHEET

Client File #: ________________________
Matter No.  ________________________
Date: ________________________
Date Needed: ________________________

Requestor: ________________________

Work Assigned:

____________________________________

Action Required:
• Start File
• See Me
• Draft  _____________________________________________
• Note and Return
• Set up Conference with ______________________________
• Draft Response (See Attached)

Research Issue:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Other: __________________________________________________________________

Suggested Time for Completion:
________________________________________________________________________