

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:
