



Appeals Case Management Checklist Template

Case Initiation & Review

Initial steps and gathering essential information regarding the appeal.

Case Name/Identifier

Brief Summary of Initial Case

Date of Initial Case Decision

Original Case Value (if applicable)

Reason for Appeal

- ☐ Legal Error
- ☐ Factual Error
- ☐ Procedural Error
- ☐ New Evidence
- ☐ Other

Copy of Original Case Decision

 Upload File

Appealing Party Name

Write something...

Opposing Party Name

Write something...

Legal Research & Strategy

Identifying applicable laws, precedents, and formulating a legal strategy.

Identify Relevant Statutes and Regulations

Write something...

Summarize Key Case Law & Precedents

Write something...

Legal Argument Strategy (e.g., De Novo Review, Factual Challenge)

- ☐ De Novo Review
- ☐ Factual Challenge
- ☐ Abuse of Discretion
- ☐ Other (Specify)

Number of Relevant Cases Reviewed

Enter a number...

Date Research Completed

Enter date...

Describe Potential Weaknesses in Original Decision

Write something...

Document Preparation

Drafting and compiling all necessary documents for the appeal process.

Initial Decision Document

 Upload File

Supporting Evidence (e.g., Contracts, Photos)

 Upload File

Draft Appeal Argument - Summary

Write something...

Draft Appeal Argument - Detailed Explanation

Write something...

Legal Precedents Used

- ☐ Case Law 1
- ☐ Case Law 2
- ☐ Case Law 3
- ☐ Other (Specify in Long Text)

Notes on Precedent Application (if 'Other' selected)

Write something...

Draft Document Completion Date

Enter date...

Filing & Deadlines

Ensuring timely filing of documents and adherence to all deadlines.

Appeal Filing Deadline

Enter date...

Notice of Appeal Filing Date

Enter date...

Filing Fee Amount

Enter a number...

Proof of Filing (e.g., stamp)

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Method of Filing (Mail, Electronic, In-Person)

- ☐ Mail
- ☐ Electronic
- ☐ In-Person

Confirmation Reference Number (if applicable)

Write something...

Time of Filing (if applicable)

Enter time...

Hearing Preparation

Preparing witnesses, exhibits, and legal arguments for the hearing.

Summary of Key Legal Arguments

Write something...

Supporting Documents (Witness Statements, Expert Reports)

 Upload File

Potential Exhibits to be Presented

- ☐ Document 1
- ☐ Document 2
- ☐ Photograph
- ☐ Witness Testimony Transcript

Number of Witnesses

Enter a number...

Witness 1 Availability Date

Enter date...

Estimated Hearing Duration

Enter time...

Expected Outcome

- ☐ Favorable
- ☐ Neutral
- ☐ Unfavorable

Hearing Conduct & Record Keeping

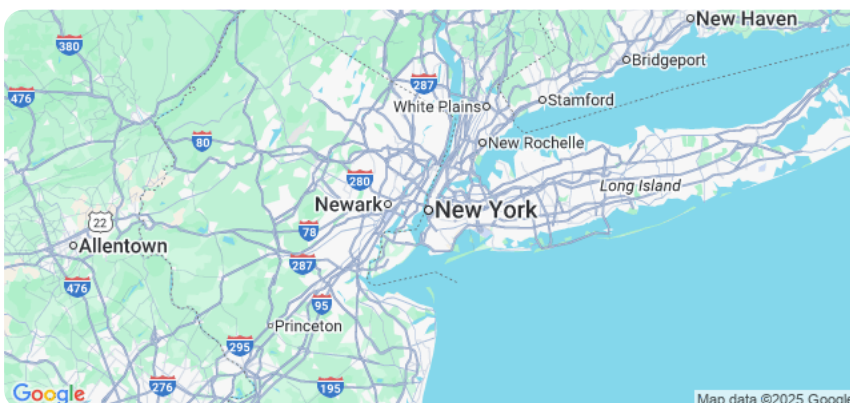
Managing the hearing process and maintaining accurate records.

Scheduled Hearing Start Time

Enter time...

Hearing Location (Physical or Virtual)

 [Set My Current Location](#)



Presiding Officer Name

Write something...

Witnesses Present (Select all that apply)

- ☐ Witness 1
- ☐ Witness 2
- ☐ Opposing Counsel
- ☐ Client

Summary of Hearing Proceedings

Write something...

Recorder Signature

Date of Record

Enter date...

Post-Hearing Actions

Addressing orders, rulings, and potential next steps after the hearing.

Date of Hearing Decision/Order

Enter date...

Summary of Hearing Decision/Order

Write something...

Outcome of Appeal

- ☐ Granted
- ☐ Denied
- ☐ Modified
- ☐ Dismissed

Reasoning for Appeal Outcome (if available)

Write something...

Date of Order Implementation (if applicable)

Enter date...

Signature of Attorney/Case Manager

Case Resolution Time (Days)

Enter a number...

Client Communication & Updates

Providing regular updates and maintaining open communication with the client.

Last Communication Date

Enter date...

Communication Method

- ☐ Phone
- ☐ Email
- ☐ Mail
- ☐ In-Person

Summary of Communication

Write something...

Client Understanding

- ☐ Fully Understood
- ☐ Partially Understood
- ☐ Not Understood

Number of Communication Attempts (if applicable)

Enter a number...

Appeal Outcome & Closure

Managing the final outcome of the appeal and formally closing the case.

Appeal Decision

- ☐ Granted
- ☐ Denied
- ☐ Modified
- ☐ Dismissed

Reasoning for Decision (Summary)

Write something...

Decision Date

Enter date...

Case Number (Post-Appeal)

Write something...

Total Costs Incurred (Appeal)

Enter a number...

Client Satisfaction (Appeal Process)

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very Dissatisfied

Attorney Signature

Record Management & Archiving

Ensuring proper storage and archiving of all case-related documents.

Date of Record Transfer

Notes on Record Condition/Integrity

Number of Physical Files

Number of Digital Files

Storage Location (Physical)

- ☐ Offsite Storage
- ☐ Secure Room
- ☐ Other

Retention Period (Years)

- ☐ 3
- ☐ 5
- ☐ 7
- ☐ 10
- ☐ Other

Specific Retention Justification (if other)

Write something...

Record Transfer Log Document

 Upload File