



Legal Case Management Checklist Template

Case Intake & Initial Assessment

Tasks related to initial client contact, information gathering, and case feasibility assessment.

Client Description of Issue

Write something...

Date of Initial Contact

Enter date...

Type of Case

- ☐ Civil
- ☐ Criminal
- ☐ Family
- ☐ Personal Injury
- ☐ Other

Potential Claim Value (if applicable)

Enter a number...

Potential Legal Issues Involved

- ☐ Contract Dispute
- ☐ Property Dispute
- ☐ Negligence
- ☐ Discrimination
- ☐ Other

Conflict of Interest Check Required?

- ☐ Yes
- ☐ No

Supporting Documents (e.g., contracts, police reports)

 Upload File

Client Onboarding & Engagement

Steps involved in formally engaging the client, establishing communication protocols, and setting expectations.

Client Background & Initial Concerns

Write something...

Engagement Type (e.g., Hourly, Contingency)

- ☐ Hourly
- ☐ Contingency
- ☐ Fixed Fee

Engagement Start Date

Enter date...

Scope of Representation (Detailed Description)

Write something...

Client Signature

Signature Date

Enter date...

Communication Preferences

- ☐ Email
- ☐ Phone
- ☐ Mail

Document Management & Organization

Processes for collecting, organizing, securing, and managing case-related documents.

Initial Client Intake Documents

 Upload File

Document Naming Convention Used

Write something...

Brief Description of Document Indexing System

Write something...

Document Storage Location

- ☐ Local Server
- ☐ Cloud Storage (Specify)

Last Document Review Date

Enter date...

Document Security Measures Implemented

- ☐ Encryption
- ☐ Password Protection
- ☐ Access Controls
- ☐ Regular Backups

Number of Active Documents

Write something...


Discovery & Investigation

Tasks related to gathering evidence, conducting interviews, and analyzing information.

Initial Client Interview Notes

Write something...

Relevant Police Reports (if applicable)

 Upload File

Type of Investigation Required

- ☐ Background Check
- ☐ Asset Search
- ☐ Witness Interviews
- ☐ Surveillance
- ☐ Other

Date of First Interview

Enter date...

Number of Witnesses Identified

Enter a number...

Documents to be Reviewed

- ☐ Emails
- ☐ Financial Records
- ☐ Contracts
- ☐ Medical Records
- ☐ Social Media Posts

Summary of Key Findings

Write something...

Legal Research & Strategy Development

Activities focusing on legal research, analysis, and formulating case strategy.

Initial Issue Identification & Analysis

Write something...

Applicable Legal Area(s)

- ☐ Contract Law
- ☐ Tort Law
- ☐ Property Law
- ☐ Criminal Law
- ☐ Family Law
- ☐ Other

Preliminary Legal Research Summary

Write something...

Number of Relevant Statutes Identified

Enter a number...

Potential Legal Arguments

- ☐ Argument 1
- ☐ Argument 2
- ☐ Argument 3
- ☐ No apparent arguments yet

Date of Next Research Review

Enter date...

Pleadings & Court Filings

Tasks involved in drafting, reviewing, and filing legal documents with the court.

Case Name

Write something...

Document Type

- ☐ Complaint
- ☐ Answer
- ☐ Motion
- ☐ Reply
- ☐ Order
- ☐ Petition

Draft Content

Write something...

Filing Deadline

Enter date...

Uploaded Draft Document

 Upload File

Court Case Number

Write something...

Filing Status

- ☐ Draft
- ☐ Ready for Review
- ☐ Filed
- ☐ Rejected

Discovery Responses & Production

Processes for responding to discovery requests and producing relevant documents.

Discovery Request Received Date

Enter date...

Summary of Discovery Request Scope

Write something...

Discovery Response Type

- ☐ Written Responses
- ☐ Document Production
- ☐ Deposition
- ☐ Interrogatories

Number of Documents Produced

Enter a number...

Document Production Set (Attachment)

 Upload File

Privilege Log Description (if applicable)

Write something...

Discovery Response Due Date

Enter date...

Time Spent Responding to Discovery (Hours)

Enter time...

Witness Management

Tasks related to identifying, contacting, preparing, and managing witnesses.

Witness Full Name

Write something...

Witness Contact Phone Number

Write something...

Witness Email Address

Write something...

Witness Background/Summary

Write something...

Last Contact Date

Enter date...

Scheduled Interview Time

Enter time...

Witness Relationship to Case

- ☐ Plaintiff
- ☐ Defendant
- ☐ Expert
- ☐ Other

Supporting Documents (e.g., Statements)

 Upload File

Trial Preparation & Execution

Activities leading up to and including the trial proceedings.

Trial Date

Enter date...

Trial Start Time

Enter time...

Opening Statement Outline

Write something...

Direct Examination Outline (Key Witnesses)

Write something...

Cross-Examination Outline (Opposing Witnesses)

Write something...

Exhibits to be Used

- ☐ Document 1
- ☐ Photograph 1
- ☐ Expert Report
- ☐ Other

Copies of Exhibits (Digital)

 Upload File

Attorney Signature (Confirmation)

Post-Trial & Appeals

Tasks associated with post-trial motions, appeals, and enforcement of judgments.

Judgment/Order Date

Summary of Judgment/Order

Appeal Filed?

☐ Yes

☐ No

Appeal Filing Deadline

Summary of Appeal Arguments

Write something...

Appellate Court

- ☐ State Appellate Court
- ☐ Federal Circuit Court
- ☐ Other

Oral Argument Date (if applicable)

Enter date...

Notes from Oral Argument (if applicable)

Write something...

Appellate Court Decision Date

Enter date...

Case Closure & Reporting

Processes for finalizing the case, archiving documents, and generating reports.

Case Closure Date

Enter date...

Summary of Case Outcome

Write something...

Total Hours Billed

Enter a number...

Case Resolution Type

- ☐ Settlement
- ☐ Judgment
- ☐ Dismissal
- ☐ Other

Final Case File (PDF)

 Upload File

Notes on Lessons Learned/Future Improvements

Write something...

Client Satisfaction Rating

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

Billing & Time Tracking

Tasks related to accurate time recording and billing for services rendered.

Billable Hours for Task

Hourly Rate

Expenses Incurred

Expense Description

Date of Expense

Enter date...

Task Type (e.g., Research, Drafting, Meeting)

- ☐ Research
- ☐ Drafting
- ☐ Meeting
- ☐ Phone Call
- ☐ Travel

Time Spent on Task

Enter time...