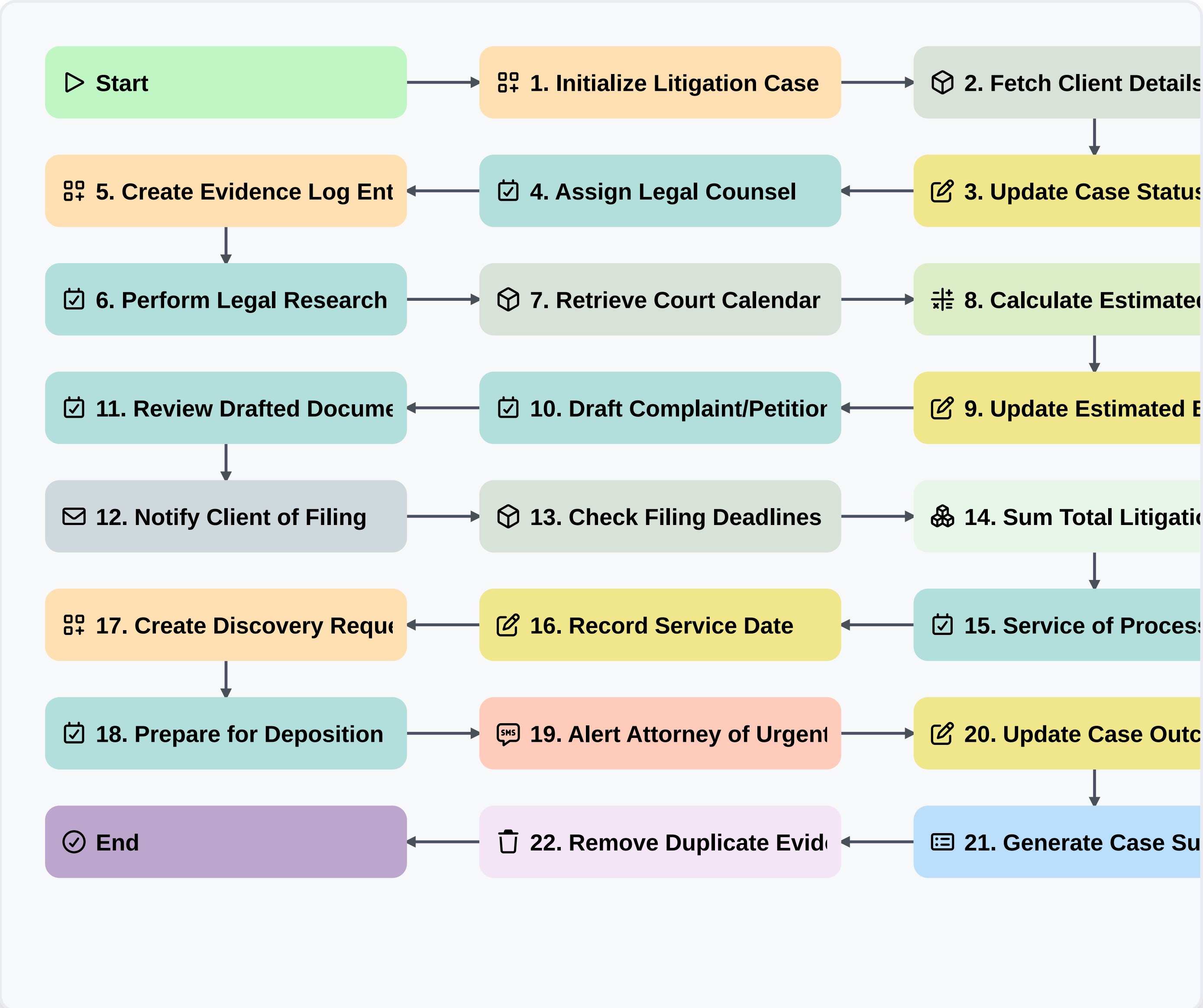
ChecklistGuro

Litigation Management Workflow



Start
Start of the Workflow/Process.

1. Initialize Litigation Case
Create a new entry in the 'Litigation Case' data model when a new legal matter is identified.

2. Fetch Client Details
Retrieve existing client information from the 'Client' data model using a Client ID.

3. Update Case Status to 'Open'
Update the status field of the Litigation Case entry to 'Active' or 'Open'.

4. Assign Legal Counsel
Create a task for the Lead Attorney to review the case files and assign a junior associate.

5. Create Evidence Log Entry
Create a new entry in the 'Evidence' data model linked to the litigation case.

6. Perform Legal Research
Create a task for the legal researcher to find relevant case law and precedents.

7. Retrieve Court Calendar
Get all upcoming court dates associated with the specific case ID.

8. Calculate Estimated Legal Fees
Execute a formula to estimate total costs based on (Hourly Rate * Estimated Hours) + Court Fees.

9. Update Estimated Budget
Update the 'Estimated Budget' field in the Litigation Case entry with the calculated value.

10. Draft Complaint/Petition
Create a task for the paralegal to draft the initial legal pleadings.

11. Review Drafted Documents
Create a task for the Senior Partner to review and approve the drafted complaint.

12. Notify Client of Filing
Send an email to the client's registered email address notifying them that the case has been officially filed.

13. Check Filing Deadlines
Retrieve all pending statutory deadlines from the 'Deadlines' data model for this case.

14. Sum Total Litigation Expenses
Aggregate all 'Expense' entries linked to this case to calculate the total spent to date.

15. Service of Process
Create a task to ensure the defendant is legally served with the summons and complaint.

16. Record Service Date
Update the 'Service Date' field in the litigation record once service is confirmed.

17. Create Discovery Request
Create a new entry in the 'Discovery' data model for requests for production of documents.

18. Prepare for Deposition
Create a task for the legal team to prepare witnesses and questions for upcoming depositions.

19. Alert Attorney of Urgent Filing
Send an SMS to the assigned attorney regarding a critical court deadline or emergency motion.

20. Update Case Outcome
Update the litigation case status to 'Settled', 'Dismissed', or 'Judgment Rendered'.

21. Generate Case Summary Report
Create a final report summarizing all entries, tasks, and costs associated with the closed litigation case.

22. Remove Duplicate Evidence Log
Delete an erroneous or duplicate entry from the Evidence data model.

End
End of the Workflow/Process.