

## CASE PROGRESS SHEET

Name and A#:

Next Hearing:

One-year Deadline:

Individual Filing Deadline:

<b>Preliminary Case Assessment</b>	<b>Task Owner</b>	<b>Due Date</b>	<b>Description</b>
1 <sup>st</sup> Client Meeting			
Representation Signatures			
Waiver and FOIA Signatures			
Application and Declaration Signatures			
Gather Additional Facts			
Enter Representation			
*Contact Family/Sponsor Regarding Ability to Pay			
<b>Records Requests</b>	<b>Task Owner</b>	<b>Due Date</b>	<b>Description</b>
FOIAs			
Criminal Records			
Medical Records			
Other Corroborating Records			
*Identity Documents from Sponsor			
Complete Records Checklist			
<b>Legal Analysis</b>	<b>Task Owner</b>	<b>Due Date</b>	<b>Description</b>
Criminal Hx Chart			
Legal Theory of Case			
Witness and Experts Identified and Contacted			
<b>Case Preparation</b>	<b>Task Owner</b>	<b>Due Date</b>	<b>Description</b>
*Preparation of Bond/Parole Filing			
County Condition Research and TOC			
Declarations			
Translations			
Brief			
Expert Affidavit			
Complete EOIR/USCSIS Forms			
MCH/Bond Motions			
<b>Merits Preparation</b>	<b>Task Owner</b>	<b>Due Date</b>	<b>Description</b>
Motions			
Testimony Prep			
Trial Binder			
Closing Argument/Closing Brief			
Amended Applications			
Prepare and Organize File for Court			
<b>Post Decision</b>	<b>Task Owner</b>	<b>Due Date</b>	<b>Description</b>
*Post Release Instructions			
Appeal Due			
Closing Letter			
Closing Case Note			
Closing Reports			

\* Bond/Parole Representation cases