CASE PROGRESS SHEET

Name and A#: Next Hearing:

One-year Deadline: Individual Filing Deadline:

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

^{*} Bond/Parole Representation cases