**Case Assignment Sheet**

**Case name: (Name of patient)**

What kind of case is this?

* Personal injury
* Criminal
* Medical malpractice
* Nursing home malpractice
* Other

Who is the defendant and who is the attorney representing?

When did the injury (which is the subject of litigation) take place?

What are the attorney’s concerns about the case i.e. what does he/she want from me?

**What do you want me to complete?**

Chronology

Timeline

Analysis letter (does attorney want to know strengths and weaknesses?) Does attorney want to know anticipated defenses (if the attorney is a plaintiff attorney?)

Medical summary

Medical literature

Due date:

Any caps on the number of hours?

May I contact the attorney directly if I have questions? If so, how?