

Worksheet for Assignments

Housekeeping Information

Assigning Attorney	
Client/Matter Number	
Partner (if not Assigning Attorney)	
Date Assignment Given	
Date Assignment Due	
Deliverable (memo, case list, etc.)	
Who Needs Copies?	

Assignment Details

What's the question?
Is there anything I need to know about the background?
Are there names I need to know?
Are there any important dates?

What's the jurisdiction?

What terms of art might I run into in searching?

What am I expected to find?

Are there people with whom I cannot discuss this?

Search Details

Resources Used

Searches