

ATTACHMENT TO LIMITED ASSISTANCE FEE AGREEMENT - TASKS TO BE APPORTIONED

Tasks to be Apportioned	Assigned to Attorney	Assigned to Client	Date Completed
Draft papers to start case			
File and serve papers			
Draft motions			
Draft affidavits and declarations			
Analyze case and advise of legal rights			
Procedural advice			
Formulating strategy and tactics			
Investigate facts: which issues?			
Obtain documents; which ones?			
Draft correspondence			
Review correspondence and pleadings			
Appear in court			
Run computer programs			
Prepare subpoenas for documents			
Take depositions			
Review depositions and documents obtained from others			
Legal research and analysis			
Contact witnesses			
Draft or analyze settlement proposals			
Contact expert witnesses			
Draft orders and judgments			
Outline testimony			
Trial or negotiation preparation			
Review orders and judgments drafted by client			
Draft disclosure documents			
Advice regarding appeal			
Enforce orders			
Draft other papers as necessary:			
Other:			
Signatures: Attorney _____ Date: _____	Client _____ Date _____		