

Litigation Checklist Template

Filing Date

MM-DD-YYYY



Date

Filing Compliant

- ☐ Elements of each cause of action checked
- ☐ The statute of limitations checked
- ☐ Summons attached
- ☐ Local forms required
- ☐ Complaint filed
- ☐ Received a file-stamped copy from the court
- ☐ Complaint sent to the client

Service of Compliant

- ☐ Complaint sent out for service
- ☐ Complaint served
- ☐ Proof of Service filed with the court

Answer

- ☐ Answer filed/received
- ☐ Answer served on the plaintiff
- ☐ Received a file-stamped copy of answer from court

Litigation Forms And Checklists

**Tad Crawford, Stevie
Fitzgerald, Michael Gross**



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Searching the Law, 3d Edition Frank Bae,Edward Bander,Francis Doyle,Joel Fishman,Paul Richert,2021-12-13

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