

### 1983 Case Checklist:

1. Statute of Limitations
2. Tort Claim Notice Deadline
3. Client Intake Form      Date Completed:
4. Client Engagement Agreement      Date Sent:
5. Medical and Employment Authorization      Date Sent:
6. Get full provider list from client(s)      Date Completed:
7. Send Letter of Rep to Ins. Company or File Ins. Claim      Date Sent:
8. Request medical records / employment information      Date Requested:
9. Send Tort Claims Notice      Date Sent:
10. Check service 15 days after sending and every week until we get service. If no service in 45 days need to bring to attorney's attention      Date of Service:
11. Open Estate      Date Filed:
  - Appearance
  - Application for Appointment of PR
  - Consent to Appointment
  - Letters of Administration
  - Oath of Acceptance
  - Order Appointing PR
  - Petition to Appoint PR
12. File initial pleadings (90 days after service of TCN)      Date Filed:
  - Complaint
  - Appearance
  - Summonses
13. Send courtesy copy to insurance company or any adjusters who have contacted us      Date Sent:
14. Check service 15 days after filing and every week until we get service. If no service in 45 days need to bring to attorney's attention  
Date of Service:

15. Answer from Defendant(s) due in 23 days after service      Date of Answer:

16. Send discovery requests to Defendant(s) as soon as Answer filed. Follow up on responses after 60 days      Date Sent:

- Regular
- Expert
- Affirmative Defense

17. Send medical records to attorney as soon as Answer is filed (keep track of what is sent so we know if we need to supplement)      Date Sent:

18. Once Answer filed, send draft CMO to opposing counsel and file praecipe for hearing to get trial dates      Date Sent:      Date Filed:

19. After discovery responses received schedule deposition of defendant.  
Date Completed:

20. Send Demand Letter within 1 year of filing.      Date Completed: