Request for Case Background Information

Introduction

Thank you for providing us with background details about your case. The information you provide will be instrumental to getting our investigation off to a fast start.

Once you complete the steps below, please email this document back to us. We'll contact you to schedule a time to review in greater detail the information you provide.

Attorney-Client Privilege

The case details you provide below will be kept in strict confidence and are covered by the Attorney-Client Privilege that protects communications between clients and their attorneys or prospective attorneys.

Overall Directions

- Please take your time and provide as much detail as possible.
- After you make an initial pass at adding information to each table, please put the project aside for a day. Then reopen this document to review what you put down initially and add any material you can.
- Please save frequently as you make additions and edits.
- Use the arrow keys on your keyboard to move around in the table.
- We expect that you'll need many more rows than we've provided in the tables below. When you're in the last cell of any table, pressing the TAB key on your keyboard creates a new blank row.
- Please do **not** add columns to the tables or delete columns from them.
- Be sure to call us with questions or problems!
- Please begin by working up the Persons table on the next page. Continue on until you've made a complete first pass through this document. Thank you again!

Persons

- Please list all people related to the case -- even people with a minor connection to it.
- List only one person in each row of the table below.
- In the Description cell for each person, please explain who the person is and how they are connected to the case. Your description can be any length -- the Description cells grow as you type in them.
- As mentioned above, you may need more rows than we've provided by default. When you're in the last cell of the Persons table, pressing the TAB key on your keyboard creates a new row.
- Again, please don't add or remove columns in this or any of the following tables.

Name of Person	Description of Person

Organizations

- List all case-related organizations -- even ones with a minor case connection.
- List only one organization in each row of the table below.
- Please describe the organization in the Description cell provided. Be sure to explain how the organization is connected to the case. Your description can be any length -- the Description cells grow as you type in them.

Name of Organization	Description of Organization

Events/Facts/Rumors

- This is the most important step. Please take the time to read the directions carefully.

- Please list important case-related events, facts and even rumors in the table below. You don't have to have to be 100% sure that what you tell us happened or is true. And you don't need to have direct personal knowledge of the items you list. We just need the widest possible list of items to thoroughly investigate.

- Here's how to deal with dates and times:
  - Don't worry about listing events in proper date sequence. We'll put them in order when we receive this document back from you.

  - Only use numeric dates. For example, list Monday, January 1, 2007 as 1/1/07.

  - Only use complete dates when you're sure of the date. When you're unsure, use a partial date. For example, let's say you know a meeting took place in March of 2006, but you don't know what day. List the date as 3/06. If you're very unclear about the date, just put a question mark in the date cell.

  - If the time of day when the event occurred is important, list it after the date. When you list times, please use 24-hour time (military time). This saves confusion over a.m. vs. p.m. In 24-hour time, 7 a.m. is listed as 0700, 2:30 p.m. is listed as 1430, and so on. If you don't know the exact minute when an event occurred, you can use question marks for the portion of the time about which you're unsure. For example, an event that occurred sometime between 8 and 9 in the morning would listed as 08??.

  - Some facts and rumors don't have dates associated with them (for example, "Greg has blue eyes."). When that's the case, just leave the Date cell for that row blank and enter the fact or rumor in the Description cell.

- After you've recorded what you know about the date of the event, type a brief write-up of the event in the Description cell. Don't worry about being super complete as we'll discuss each event you list during our next meeting.

- As you write up the events in the case, you'll probably think of people and organizations you did not list in the tables above. Please be sure to go back and add them.

Date of Event	Description of Event

Documents

- Please gather up any case-related documents in your possession. Also take the time to print out copies of any case-related emails. Please be sure to bring this material with you to our next meeting.
- After collecting the documents you do have, please think about other important case-related documents and emails that you're aware of but don't have copies of. Please describe these "missing" documents in the table below so we'll know to look for them during our investigation.
- Follow the guidelines for describing dates that appear in the Events/Facts/Rumors directions above.

Date of Document	Description of Document

Questions

- As you organize information about persons, organizations, facts and documents, you'll probably think of questions you'll want to ask us about the case, about how we handle cases and about many other topics. Please list these questions in the table below. List one question per row.

Questions

Thank you for providing us with this background material on your case!

This information will help us get the analysis of your matter off to a fast start.