



**BACK**

**FOR OFFICE USE ONLY**

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To Do	Completed	Task
_____	_____	Open Blue / Green File Client _____ RE: _____ Opposing party _____ _____
_____	_____	Post Payment and file copy of check/credit card auth
_____	_____	Run Conflict Check
_____	_____	Set up Billing
_____	_____	Other: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	Diary _____ days for _____ and file
_____	_____	Return File to LT

Notes: