[DATE]

***VIA [DELIVERY METHOD]***

[Client Name

Client Address

Client Email Address]

Re: Status Report

[Case Name and Court Venue]

Dear [Mr./Ms. Last Name]:

We write to provide you with this status report and recommendations for further handling.

1. **PROCEDURAL STATUS**

[A description of the critical procedural events that have taken place since the claim was first received and what procedural events are imminently on deck.]

1. **WORK PERFORMED**

To date, we have done the following work to defend the claim:

[List broad categories of work done to defend the claim.]

1. **FACTS**
2. **CLAIMANT BACKGROUND**

[Discussion of who the claimant is and any background relevant to liability or damages.]

1. **CAUSE AND CIRCUMSTANCES OF INJURY OR LOSS**

[Discussion of the events that led to injury or damage, the scope of the injury or damage, and why it occurred.]

1. **INJURY AND TREATMENT / OR DAMAGE AND REPAIR**

[Discussion of the aftermath of the injury or damage and the measures taken to treat or repair it, including the key players, the time it took, what remains to be resolved, and the cost (if known).]

1. **POST-INCIDENT DEVELOPMENTS**

[Discussion of events that have transpired since the incident and aftermath that may affect liability and damages.]

1. **MITIGATING FACTORS**

[Discussion of most salient facts that may reduce the exposure on the claim.]

1. **LIABIITY**
2. **APPLICABLE LEGAL STANDARDS FOR DETERMINING LIABILITY**

[Discuss applicable law to determine liability for the claim.]

1. **LIABILITY ANALYSIS**

[Discussion of the facts as applied to the legal standards – break out by subheadings that address the major points of legal analysis.]

1. **COMPARATIVE FAULT**

[Discuss whether the claimant’s acts or omissions may qualify under applicable legal principles to reduce the claimant’s recovery by claimant’s own proportionate share of fault.]

1. **CONTRIBUTORY FAULT**

[Discuss whether any third party acts or omissions may qualify under applicable legal principles to reduce Client’s proportionate share of fault by such third party’s proportionate share of fault.]

1. **DAMAGES**
2. **GENERAL DAMAGES**

[Discuss the range of pain and suffering here based on plaintiff’s verdict values for similar injuries under similar circumstances.]

1. **ECONOMIC LOSS**

[Discuss claimant’s earning loss as a result of the incident and any alternative work the claimant might be able to do to mitigate his or her earnings loss.]

**C. MEDICAL SPECIALS**

[Discuss the extent of past and future medical care required to treat the injury and deal with ongoing symptoms and the cost of the same not paid for by insurance available to the claimant.]

1. **VERDICT RANGE AND SETTLEMENT VALUE**

[Provide an estimated range of the verdict value based on similar verdicts with similar fact patterns, and estimate the settlement value based on strengths and weaknesses of the case.]

1. **RECOMMENDATIONS**

[Provide recommendations for next steps of further handling and request authorization for any significant foreseeable expenditures necessary to continue to defend the case.]

Sincerely,

*/s/ [Attorney Name]*

[Law firm name.]