**FIELDS**

TODAY’S DATE

CLIENT NAME

* Two fields, fist name + last name
* May be more than one name

CLIENT STREET ADDRESS

CLIENT CITY

CLIENT STATE

CLIENT ZIP CODE

CLIENT PHONE

PLAINTIFF NAME

* Two fields, fist name + last name
* May be more than one name

CASE NUMBER

STEPS TO TAKE

* Choose from the following (may be more than one):
  + Continuance
  + IFP application
  + Answer
  + Protective order
  + Settlement negotiations
  + Motion to vacate default judgment
  + Application to stay writ
  + Motion to dismiss
  + Motion for summary judgment

ATTORNEY NAME

* Associate with Bar number & email address