

# PLAN OF ACTION

(Provide detailed description and estimated time of completion (“ETC”))

## STATUTE OF LIMITATION:

Causes of Action:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Deadline:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## DESCRIPTION

## ETC

|  |   |
|--|---|
| <p>A. <u>Contacts to be made</u></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li><li>6. _____</li></ol>                             | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>B. <u>Facts to be gathered/Questions to be answered :</u></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li><li>6. _____</li></ol> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>C. <u>Documents/ Evidence to be gathered :</u></p> <ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li><li>6. _____</li></ol>            | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |

|   |   |
|---|---|
| <p>D. <u>Legal issues to be researched/ analyzed :</u></p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> <li>6. _____</li> </ol>                               | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>E. <u>Documents to be prepared :</u></p> <ol style="list-style-type: none"> <li>1. Petition: _____</li> <li>2. Answer : _____</li> <li>3. Discovery: _____</li> <li>4. Demand letter: _____</li> <li>5. _____</li> <li>6. _____</li> </ol> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>F. <u>Other Relevant Steps:</u></p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> <li>6. _____</li> </ol>   | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |

**MISCELLANEOUS NOTES:**