### CASE OPENING MEMO AND ASSESSMENT

Client Identifying Information:   1.			
Opposing Party or Parties:  1. Theme: Theory/Story: Countertheory: Facts and Basic Chronology of Events:    Date   Event   Evidence (bates)	Client Identif	ying Information:	
1. Theme: Theory/Story: Countertheory: Facts and Basic Chronology of Events:    Date   Event   Evidence (bates)	1.		
Theme: Theory/Story: Countertheory: Facts and Basic Chronology of Events:    Date   Event   Evidence (bates)	Opposing Par	ty or Parties:	
Theory/Story:  Countertheory:  Facts and Basic Chronology of Events:     Date   Event   Evidence (bates)	1.		
Theory/Story:  Countertheory:  Facts and Basic Chronology of Events:     Date   Event   Evidence (bates)	Theme:		
Countertheory:  Facts and Basic Chronology of Events:  Date Event Evidence (bates)		:	
Facts and Basic Chronology of Events:    Date			
Date Event Evidence (bates)  Statutes of Limitations/Deadlines:  1  Summary of Claims:  1.			
Statutes of Limitations/Deadlines:  1  Summary of Claims:  1	Facts and Bas	ac Chronology of Events:	
Statutes of Limitations/Deadlines:  1  Summary of Claims:  1.	Date	Event	
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Summary of Claims:  1.	Statutes of Li	mitations/Deadlines:	
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	Summary of C	<u>Claims</u> :	
	1.		

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Element	Description	Evidence and Counterevidence
		Evidence:
		Counterevidence:
		Evidence:
		<u>Counterevidence</u> :
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		Counterevidence:
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# 2. **F**

Element	Description	Evidence and Counterevidence
		Evidence:
		Counterevidence:
		Evidence:
		<u>Counterevidence</u> :

Element	Description	Evidence and Counterevidence
		Evidence:
		Counterevidence:
		Counterevidence.
		Evidence:
		<u>Counterevidence</u> :
		Evidence:
		<u>Counterevidence</u> :
		Evidence:
		Counterevidence:

# Claims/Defenses by Adverse Parties:

1.

Element Description		Evidence and Counterevidence
		Evidence:
		<u>Counterevidence</u> :
		Evidence:
		Counterevidence:
		Evidence:
		Counterevidence:

# <u>Jurisdictional Questions</u>:

- 1. Federal vs. State:
- 2. Service:

- 3. Venue:
- 4. Personal Jurisdiction

#### Weaknesses:

Weakness	Rebutting Weakness	

## **Required Resources:**

1. Witnesses

Witness	Relevance	Contact	Strengths	Weaknesses

#### 2. Exhibits

Exhibits	Strengths	Weaknesses

3. Other Investigation

Investigation Needed	Attempts Made	Results

- 4. Expert Testimony
- 5. Costs
  - a. Filing fee
  - b. Service fees
  - c. Depositions
  - d. Subpoena documents

### Damages:

Type of Damages	Amount/Details	Supporting Facts	Facts to Be Discovered
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Type of Damages	Amount/Details	Supporting Facts	Facts to Be Discovered