

The Litigation Process

Stage	Documents Filed/Needed	Resources Consulted
Presentation of Problem	Intake Form Engagement Letter	Relevant Forms Firm Policies and Procedures
Research (watch your time!)		
Fact Gathering/Interviewing		Public Document Info (Lexis, Westlaw, and/or EDGAR (10K's, 10Q's)) Docket Info (Westlaw and/or PACER)
Pleadings	Complaint Answer Motion to Dismiss Motion for Judgment on the Pleadings	Rules (local, State, and/or Fed) <i>Federal (State?) Practice & Procedure</i> Relevant Forms Scheduling Order/Pre-Trial Order
Discovery	Initial Disclosures Subpoenas Notices of Depositions Discovery Motions	Rules (local, State, and/or Fed) <i>Federal (State?) Practice & Procedure</i> Relevant Forms Scheduling Order/Pre-Trial Order
Motion Practice	Summary Judgment Motions in Limine	Rules (local, State, and/or Fed) <i>Federal (State?) Practice & Procedure</i> Relevant Forms Scheduling Order/Pre-Trial Order
Trial	Pre-Trial Memo Trial Brief Jury Instructions	Rules (local, State, and/or Fed) <i>Federal (State?) Practice & Procedure</i> Model Jury Instructions Relevant Forms Scheduling Order/Pre-Trial Order
Post-trial	Post-Trial Motions	Rules (local, State, and/or Fed) <i>Federal (State?) Practice & Procedure</i> Relevant Forms
Appeal	Notice of Appeal Briefs	Rules (local, State, and/or Fed) <i>Federal (State?) Practice & Procedure</i> Relevant Forms
Settlement	Settlement Agreement	Client Relevant Forms

***Please note:** This chart *only* applies to the mechanics of litigation, not to the substance of a particular case. In all circumstances, your own research and judgment should be given first priority. Forms are for guidance only and should *never* be used without reference to original research and the facts of your specific case.

****Note Two:** Find the Litigation Research Portal at <http://www.bu.edu/lawlibrary/research/portals/litigationresearch.htm>