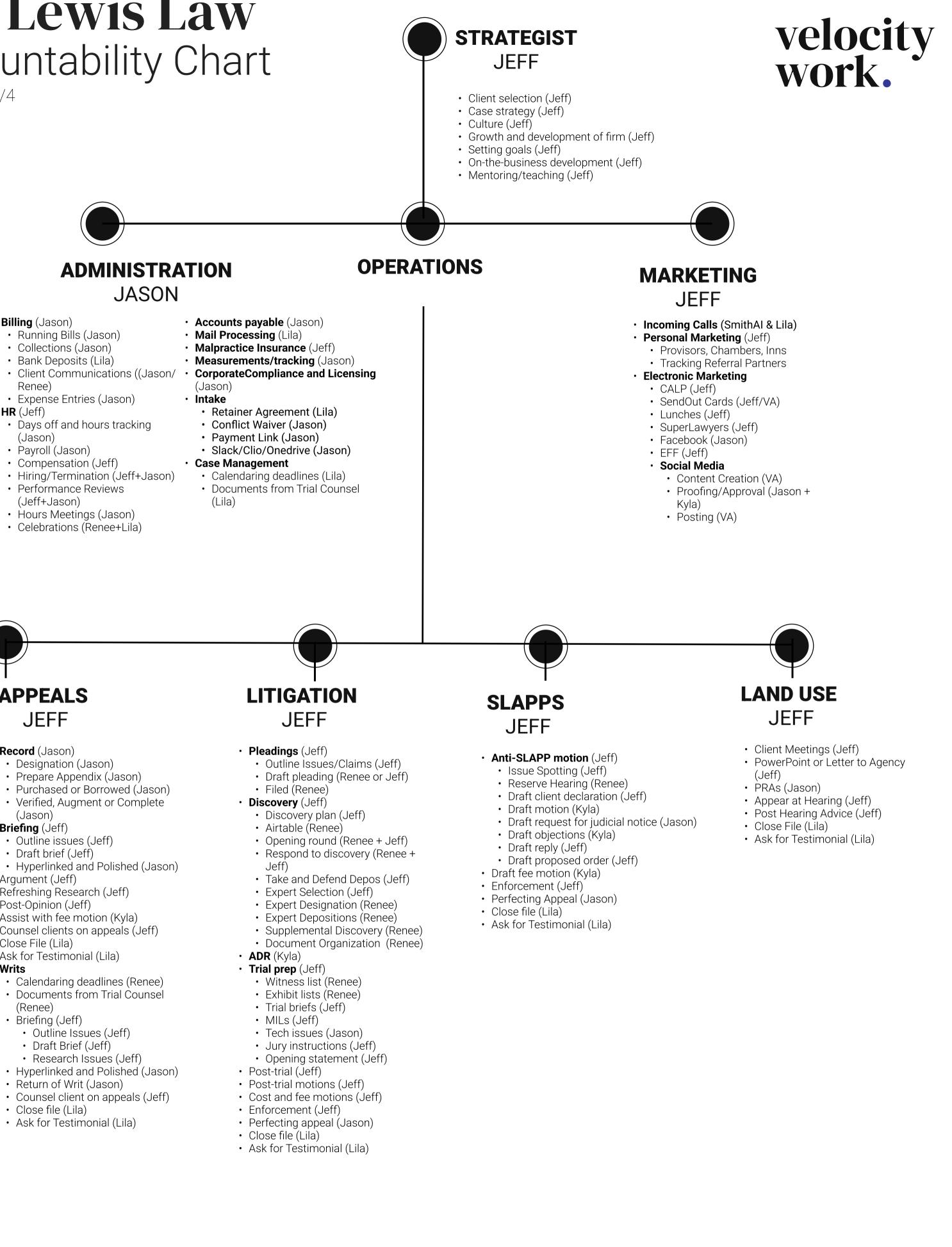
# Jeff Lewis Law Accountability Chart

Updated: 10/4



### • **Billing** (Jason)

- Running Bills (Jason)
- Collections (Jason) Bank Deposits (Lila)
- Client Communications ((Jason/ Renee)
- HR (Jeff)
- Days off and hours tracking (Jason)
- Payroll (Jason)
- Compensation (Jeff)
- Performance Reviews
- (Jeff+Jason)
- Hours Meetings (Jason)
- Celebrations (Renee+Lila)

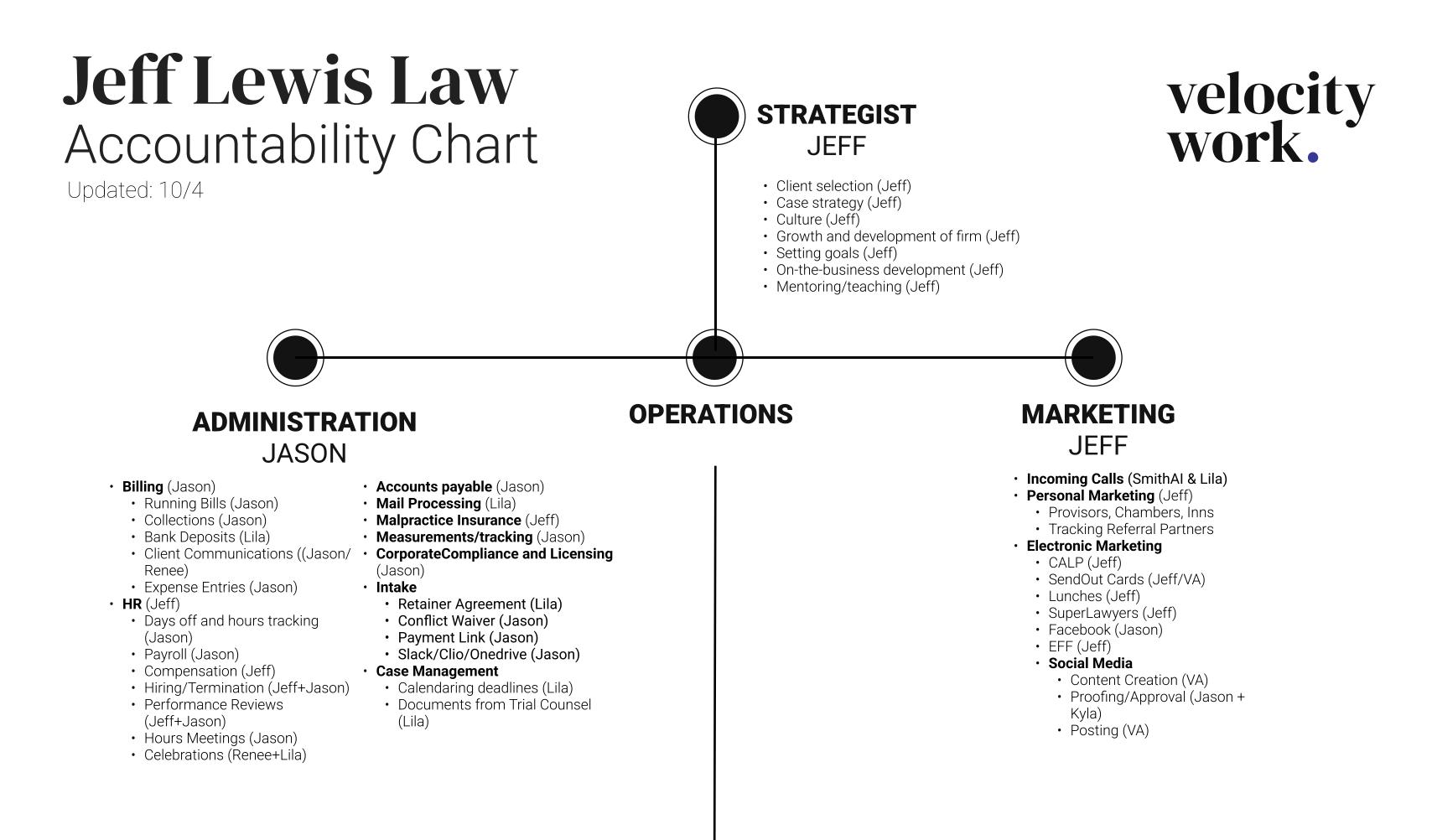
# **APPEALS** JEFF

- Record (Jason)
- Designation (Jason)
- Prepare Appendix (Jason)
- Purchased or Borrowed (Jason)
- Verified, Augment or Complete
- Outline issues (Jeff)
- Draft brief (Jeff)
- Hyperlinked and Polished (Jason)
- Argument (Jeff)
- Refreshing Research (Jeff)
- Post-Opinion (Jeff)
- Assist with fee motion (Kyla)

- Ask for Testimonial (Lila)
- Writs
- Calendaring deadlines (Renee) Documents from Trial Counsel
- (Renee)
- Briefing (Jeff)
- Hyperlinked and Polished (Jason)
- Return of Writ (Jason)
- Close file (Lila)
- Ask for Testimonial (Lila)

- (Jason)
- Briefing (Jeff)

- Counsel clients on appeals (Jeff)
- Close File (Lila)



# APPEALS JEFF

- Record (Jason)
  - Designation (Jason)
  - Prepare Appendix (Jason)
  - Purchased or Borrowed (Jason)
  - Verified, Augment or Complete (Jason)
- Briefing (Jeff)
  - Outline issues (Jeff)
  - Draft brief (Jeff)
  - Hyperlinked and Polished (Jason)
- Argument (Jeff)
- Refreshing Research (Jeff)
- Post-Opinion (Jeff)
- Assist with fee motion (Kyla)
- Counsel clients on appeals (Jeff)
- Close File (Lila)
- Ask for Testimonial (Lila)
- $\cdot$  Writs
  - Calendaring deadlines (Renee)
  - Documents from Trial Counsel (Renee)
  - Briefing (Jeff)
    - Outline Issues (Jeff)
    - Draft Brief (Jeff)
    - Research Issues (Jeff)
  - Hyperlinked and Polished (Jason)
  - Return of Writ (Jason)
  - Counsel client on appeals (Jeff)
  - Close file (Lila)
  - Ask for Testimonial (Lila)

# LITIGATION JEFF

- Pleadings (Jeff)
  - Outline Issues/Claims (Jeff)
  - Draft pleading (Renee or Jeff)
- Filed (Renee)
- Discovery (Jeff)
- Discovery plan (Jeff)Airtable (Renee)
- Opening round (Renee + Jeff)
- Respond to discovery (Renee + Jeff)
- Take and Defend Depos (Jeff)
- Expert Selection (Jeff)
- Expert Designation (Renee)
- Expert Depositions (Renee)
- Supplemental Discovery (Renee)
- Document Organization (Renee)
- ADR (Kyla)
- Trial prep (Jeff)
  Witness list (Dens
  - Witness list (Renee)
    Sybibit lists (Dense)
  - Exhibit lists (Renee)
    Trial briefs (Jeff)
  - Trial briefs (Jeff)MILs (Jeff)
  - Tech issues (Jason)
  - Jury instructions (Jeff)
- Opening statement (Jeff)
- Post-trial (Jeff)
- Post-trial motions (Jeff)
- Cost and fee motions (Jeff)
- Enforcement (Jeff)
- Perfecting appeal (Jason)
- Close file (Lila)
- Ask for Testimonial (Lila)

## SLAPPS JEFF

- Anti-SLAPP motion (Jeff)
  - Issue Spotting (Jeff)
  - Reserve Hearing (Renee)
  - Draft client declaration (Jeff)
  - Draft motion (Kyla)
  - Draft request for judicial notice (Jason)
  - Draft objections (Kyla)
- Draft reply (Jeff)
- Draft proposed order (Jeff)
- Draft fee motion (Kyla)
- Enforcement (Jeff)
- Perfecting Appeal (Jason)
- Close file (Lila)
- Ask for Testimonial (Lila)

Client Meetings (Jeff)

LAND USE

**JEFF** 

- PowerPoint or Letter to Agency
  (Jeff)
- PRAs (Jason)
- Appear at Hearing (Jeff)
- Post Hearing Advice (Jeff)
- Close File (Lila)
- Ask for Testimonial (Lila)