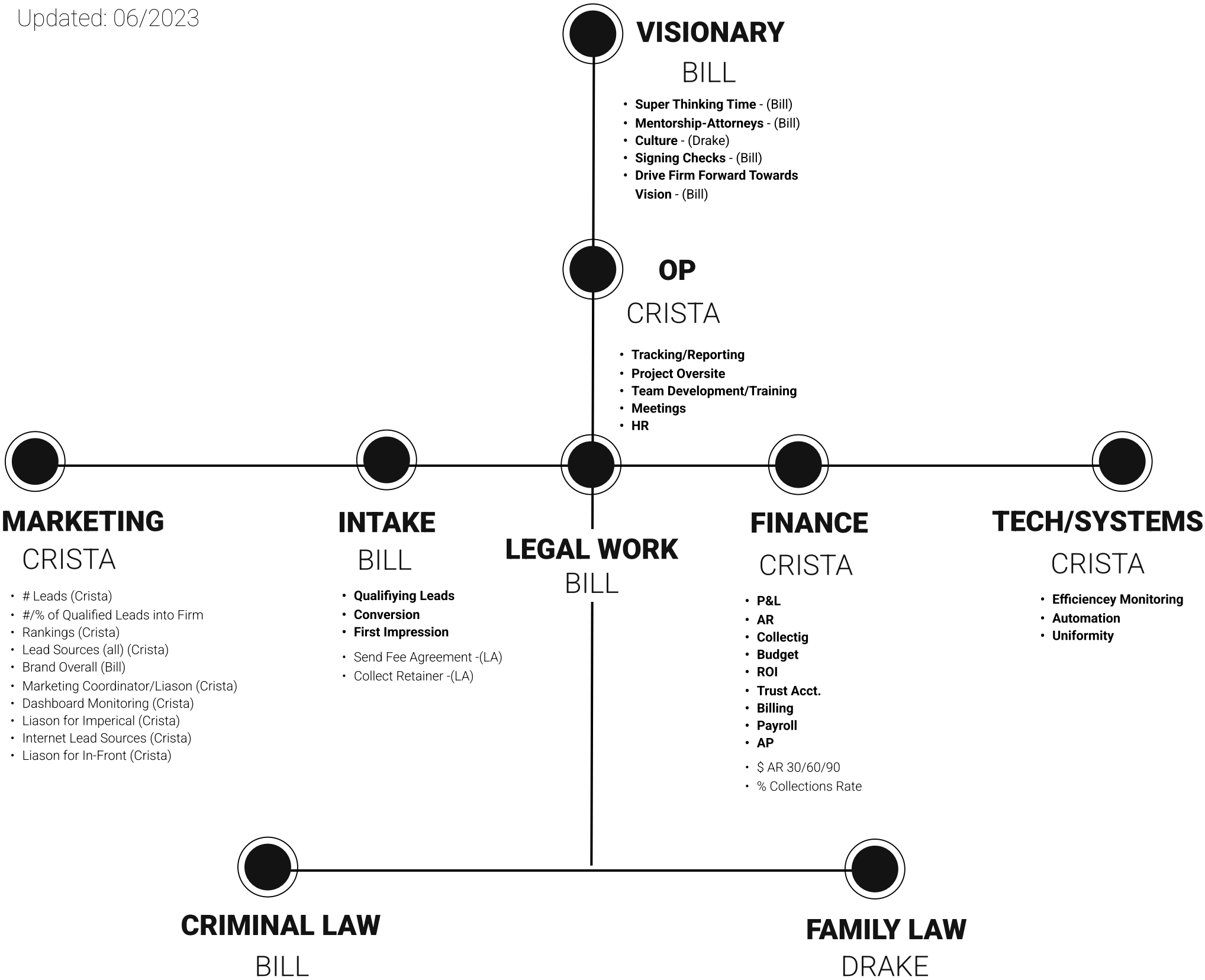
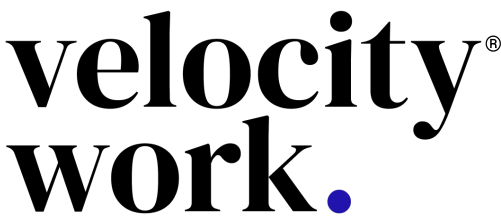


Liberty Law

Accountability Chart

Updated: 06/2023



- **Successful Outcomes**
 - **Win vs Loss**
 - **Degree of the Win**
 - **Client Satisfaction**
 - **# Update Calls**
 - **# Complaints Calls**
- Consults -(RA)
- Send Fee Agreement -(LA)
- Collect Retainer -(LA)
- Open The File -(LA)
- Filing EOA -(LA)
- Order Discovery -(LA)
- Calendar Court Appearances -(LA)
- Notify Client Of Court Appearances -(LA)
- **DUI**
 - Contact DMV -(PA)
 - Send Letter of Representation -(PA)
 - Monitor for Hearing -(PA)
 - Calendar Hearing -(PA)
 - Review Reports -(RA)
 - File Subpoenas -(PA)
 - Serve Subpoenas -(LA)
 - Meet with Client -(RA)
 - Hold Hearing -(RA)
 - Notify Client of Results -(PA)
 - Send Reinstatement Info -(PA)

- Download Discovery -(PA)
- Notify Attorney of Discovery -(PA)
- Set Appt. w/ Client to Review -(PA)
- Review Discovery -(RA)
- Motions
 - Procedural Motion Drafting- (PA)
 - Drafting- (PA)
 - Reveiw - (RA)
 - File -(PA)
 - Substantive Motion Drafting -(RA)
 - Review -(RA)
 - File -(PA)
- Client Meeting -(RA)
- Provide Client Referrals -(PA)
- Court Appearances -(RA)
- Meet with DA -(RA)
- Set Client Appointment to Review Offer/Strategy -(LA)
- Client Meeting to Review Offer/Strategy -(RA)
- Set client appoitment to Sign Paperwork -(LA)
- Client Meeting to Sign Paperwork -(RA)
- Close out File -(LA)
- Review Close -(PA)

- **Successful Outcomes**
 - **Win vs Loss**
 - **Degree of the Win**
 - **Client Satisfaction**
 - **# Update Calls**
 - **# Complaints Calls**
- Attorney**
- Consult
 - Review Financial Discloures
 - Hold Hearing/Mediation
 - Negotiation with OP
 - Reivew Motions
 - Talk to Witnesses
 - Prepare for Hearing
 - Reveiw Motion to Appoint Expert
 - JTMC & Exhibits List Prep
 - Hold Hearing
 - Draft Order
 - Review Draft Decree & Support Order
 - Loose End Review
 - Assign Loose End Tasks
 - Review all drafts of pleadings

- Paralegal**
- Case Management
- Schedule Deadlines
- Collect & Compile Financial Disclosures
- File Disclosures + Provide to OP
- espond/ Prepare Written Discovery
- Review Written Discovery
- Draft Motions
- File Motions
- Prepare & File Witness List
- Motion to Appoint Expert
- Draft Motion to Appoint Expert
- File Motion to Appoint Expert
- Find Experts
- Monitor Client/Expert Contact
- Prep and Serve Subpoenas
- Compile Exhibits & File
- Draft Decree & Support Order
- Schedule Mediation
- Legal Assistant**
- Open The File
- Schedule Attorney/Paralegal Meeting
- File EOA
- Prepare Initiating Docs
- Schedule Hearings + Settings
- Set Client Meeting
- Client Meeting
- Close File
- Call Routing
- Download E-file Docs Served
- Notify RA + PA E-file Docs Served
- Notify Clients E-File Docs Served