## Johnson & Alday, LLC

If controverted

• Request hearing (WA)

Hearing prep (WA+L)

• Schedule IMG (WA)

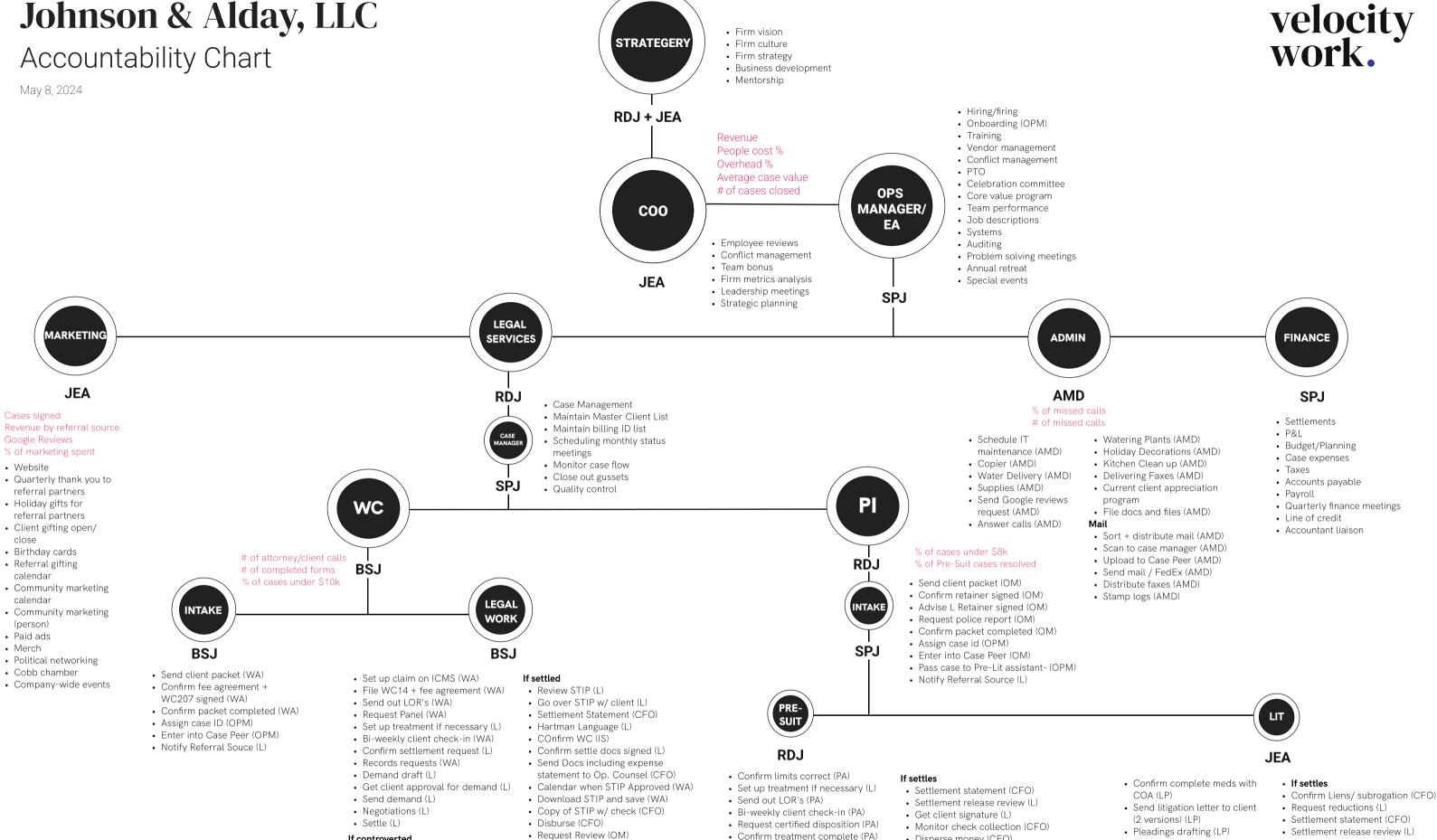
• Schedule mediation (WA)

• Respond to discovery (WA)

• Schedule depositions (WA)

• Calendar hearing dates (WA)

Send discovery (WA)



- Confirm treatment complete (PA)
- Records requests (PA)
- Complete yellow sheet + send to attorney (PA)
- · Demand draft (L)

- Get client approval for demand (L)
- Send demand (PA)
- Negotiations (L)
- Confirm Liens (PA)
- Subrogation (CFO) • Confirm Funding pay off (L)
- Request reductions (L)
- Settle, move to Lit or refer out (L)

- Disperse money (CFO)

- Request review (OM)

- Pleadings drafting (LP)
- File complaint (LP)
- Request service (LP)
- Request check for service (LP)
- Issue check for service (CFO)
- Confirm service complete (LP)
- Confirm answer filed (LP)
- Respond to disclosures (LP)
- Discovery drafting (LP)
- Respond to discovery (LP)

• Schedule depositions (LP)

Schedule mediation (LP)

- · Review other sides discovery
- Draft jury charge (L) • Draft pre-trial motion (L)

If doesn't settle

Trial prep (L)

File Pre Trial (LP)

• Get client signature (CFO)

• Disperse money (CFO)

• File case dismissal (LP)

Request review (OM)

Prepare exhibits (LP)

Monitor check collection (CEO)