

Case File Binder Checklist

A working litigation file, such as personal injury, in the order a paralegal builds it.

☐ Tab 1 Pleadings

- ☐ Complaint and answer
- ☐ Motions and orders
- ☐ Scheduling order

☐ Tab 2 Correspondence

- ☐ Client letters
- ☐ Opposing counsel
- ☐ Insurer and adjuster letters

☐ Tab 3 Discovery

- ☐ Interrogatories and responses
- ☐ Requests for production and responses
- ☐ Subpoenas

☐ Tab 4 Depositions

- ☐ Notices
- ☐ Transcripts and exhibits
- ☐ Summaries

☐ Tab 5 Medical Records

- ☐ Records by provider
- ☐ Medical bills
- ☐ Record requests and authorizations

☐ Tab 6 Expert Reports

- ☐ Expert CVs and retention letters
- ☐ Reports

☐ Tab 7 Billing & Costs

- ☐ Fee agreement
- ☐ Cost ledger
- ☐ Liens

☐ Tab 8 Notes & Research

- ☐ Case notes
- ☐ Legal research
- ☐ Settlement evaluation

Have these 8 sections printed as tabs



Scan or click: the designer opens with these sections filled in,
priced instantly, with a free PDF proof before anything prints.