

MEMORANDUM

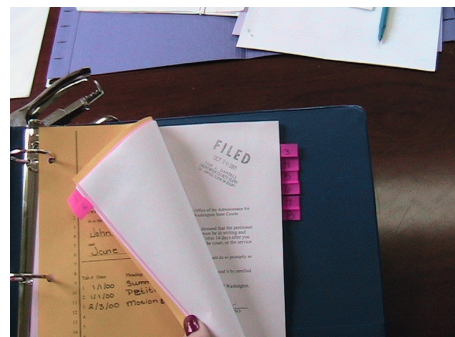
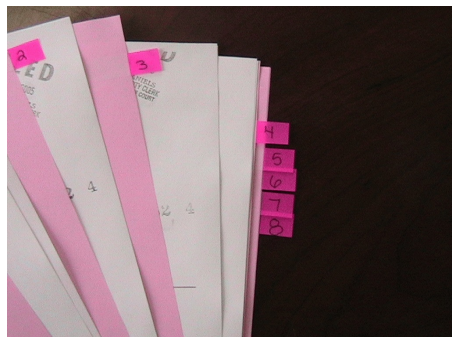
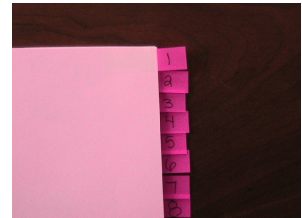
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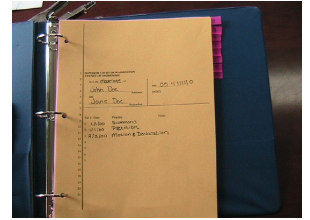
To: Client
Subject: Notebook Organization

In an effort to help keep your own files organized, we have found a system that works well and would be of benefit to you. By preparing a notebook, which will contain all of your legal pleadings, you are well prepared for any hearing or appointment.

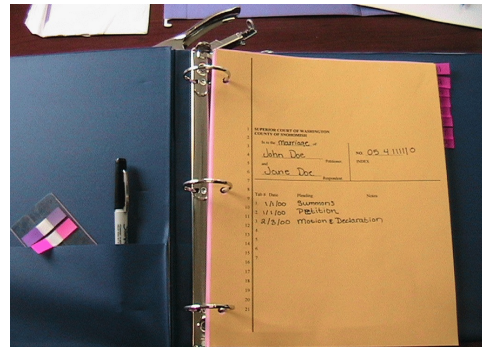
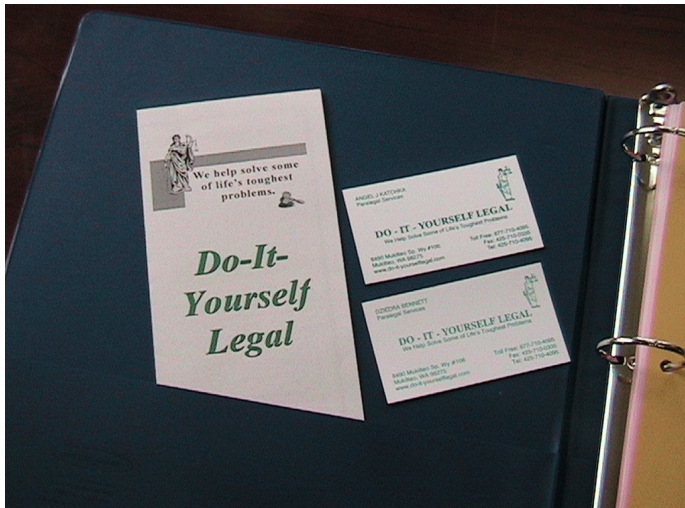
- Obtain a Three ring binder, brightly colored paper, and colored Post-It Flags (about 1/4 inch wide)
- Label the flags (1, 2, 3, 4,)
- Place one flag on each piece of colored paper, so that you can read all of the numbers
- Put your documents in date order and place a tabbed paper in between each.



- ❑ Once your documents are placed in the notebook, make an index of everything you have, and the corresponding tab number. When someone asks you for a document you will know exactly where to find it.



- ❑ Update your index every time something new is entered in your case so that your notebook will be an exact replica of the court's file.



If you have any questions, please feel free to give us a call. (425) 710-4095