Client & Client Case Number: ________________________________
Supervising Attorney: ________________________________
Date Project Due: ________________________________
Cost Constraints: ________________________________
Time Constraints: ________________________________
Westlaw/Lexis/Lois Law Permitted: ________________________________
End Product: ( ) Opinion Letter ( ) Memo ( ) Brief ( ) Other

Background facts:

Issues to be researched:

Research terms to be used:

Type of information required:

• Federal or state or a combination:
• Cases, statutes, or regulations or a combination:
• Secondary sources;
• Non-legal sources:

Primary Sources Utilized:

Secondary Sources Utilized:

Updated via:

Prepared by Lisa Smith-Butler