



# Correspondence Scan Sheet

User ID (one choice per column)

0

1

2

3

4

5

6

7

8

9

Client ID (one choice per column)

0

1

2

3

4

5

6

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8

9

- Email notification to Administrative Attorney for classification**
- Email document to Current Attorney(s)**
- Email document to Paralegal**

Folder (pick only one)

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Administrative Agencies</b>      | <input type="checkbox"/> <b>Motions</b>              |
| <input type="checkbox"/> <b>Agreements</b>                   | <input type="checkbox"/> Defendant                   |
| <input type="checkbox"/> <b>Case Evaluation-Facilitation</b> | <input type="checkbox"/> Plaintiff                   |
| <input type="checkbox"/> Plaintiff                           | <input type="checkbox"/> <b>Procedural Discovery</b> |
| <input type="checkbox"/> Defendant                           | <input type="checkbox"/> Defendant                   |
| <input type="checkbox"/> <b>Fact Investigation</b>           | <input type="checkbox"/> Plaintiff                   |
| <input type="checkbox"/> Company Documents                   | <input type="checkbox"/> <b>Pleadings-Court</b>      |
| <input type="checkbox"/> Subpoena-FOIA                       | <input type="checkbox"/> Appeals                     |
| <input type="checkbox"/> Authorizations                      | <input type="checkbox"/> Defendant                   |
| <input type="checkbox"/> FOIA                                | <input type="checkbox"/> ECF                         |
| <input type="checkbox"/> Responses                           | <input type="checkbox"/> Plaintiff                   |