**Please save this as a Word (not PDF) document and email it to your mentor.**

Mentee: Mentor: Date:

**CASE UPDATES**

**For each of your open cases, please answer the following questions**

**Case name:**

Client name:

Briefly describe your most recent client contact:

Party status (e.g., appellant-mother, appellee-child, etc):

In no more than two sentences, what is the procedural posture of this appeal?

Have you been in contact with your mentor about this case – i.e., discussed it, shared the findings and transcript or other record documents your mentor has requested, provided drafts of your brief, etc.?

What are the next steps you plan to take?

**Case name:**

Client name:

Briefly describe your most recent client contact:

Party status (e.g., appellant-mother, appellee-child, etc):

In no more than two sentences, what is the procedural posture of this appeal?

Have you been in contact with your mentor about this case – i.e., discussed it, shared the findings and transcript or other record documents your mentor has requested, provided drafts of your brief, etc.?

What are the next steps you plan to take?

**Case name:**

Client name:

Briefly describe your most recent client contact:

Party status (e.g., appellant-mother, appellee-child, etc):

In no more than two sentences, what is the procedural posture of this appeal?

Have you been in contact with your mentor about this case – i.e., discussed it, shared the findings and transcript or other record documents your mentor has requested, provided drafts of your brief, etc.?

What are the next steps you plan to take?

**Case name:**

Client name:

Briefly describe your most recent client contact:

Party status (e.g., appellant-mother, appellee-child, etc):

In no more than two sentences, what is the procedural posture of this appeal?

Have you been in contact with your mentor about this case – i.e., discussed it, shared the findings and transcript or other record documents your mentor has requested, provided drafts of your brief, etc.?

What are the next steps you plan to take?

***If you have more than four open cases, cut and paste the questions onto a new page within this same document (and feel free to delete questions if you have fewer cases)***

**PRACTICE UPDATES**

1. Are you seeking another appellate assignment? If so, appellant or appellee? From any particular court?

2. Is there anything else your mentor should know (planned vacations, trials, etc.)?

3. Would you like to schedule a meeting with your mentor?

[ ]  Yes, please!

 [ ]  Only if my mentor thinks we should.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Mentee signature Date