

OWLS Contract Lawyers CLE

Calendaring & Docketing

October 6, 2015

1:00 PM

Presented by Hong Dao & Sheila Blackford
Professional Liability Fund

Materials:

Presentation Slides

Docket Control Checklist – PLF Practice Aid

Diary / Tickler System – PLF Practice Aid

Follow Up – PLF Practice Aid

Calendaring & Docketing Resources

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MCLE FORM 1: Recordkeeping Form (Do Not Return This Form to the Bar)

Instructions:

Pursuant to MCLE Rule 7.2, every active member shall maintain records of participation in **accredited** CLE activities. You may wish to use this form to record your CLE activities, attaching it to a copy of the program brochure or other information regarding the CLE activity.

Do not return this form to the Oregon State Bar. This is to be retained in your own MCLE file.

Name:		Bar Number:	
Sponsor of CLE Activity:			
Title of CLE Activity:		Program Number:	
Date:	Location:		
<input type="checkbox"/> <i>Activity has been accredited by the Oregon State Bar for the following credit:</i> <div style="text-align: center;"> ___ General ___ Prof Resp-Ethics ___ Access to Justice ___ Child Abuse Rep. ___ Elder Abuse Rep. ___ Practical Skills ___ Pers. Management Assistance </div>	<input type="checkbox"/> Full Credit. <i>I attended the entire program and the total of authorized credits are:</i> <div style="text-align: center;"> ___ General ___ Prof Resp-Ethics ___ Access to Justice ___ Child Abuse Rep. ___ Elder Abuse Rep. ___ Practical Skills ___ Pers. Management Assistance </div>	<input type="checkbox"/> Partial Credit. <i>I attended _____ hours of the program and am entitled to the following credits*:</i> <div style="text-align: center;"> ___ General ___ Prof Resp-Ethics ___ Access to Justice ___ Child Abuse Rep. ___ Elder Abuse Rep. ___ Practical Skills ___ Pers. Management Assistance </div>	

***Credit Calculation:**

One (1) MCLE credit may be claimed for each sixty (60) minutes of actual participation. Do not include registration, introductions, business meetings and programs less than 30 minutes. MCLE credits may not be claimed for any activity that has not been accredited by the MCLE Administrator. If the program has not been accredited by the MCLE Administrator, you must submit a Group CLE Activity Accreditation application (See MCLE Form 2.)

Caveat:

If the actual program length is less than the credit hours approved, Bar members are responsible for making the appropriate adjustments in their compliance reports. Adjustments must also be made for late arrival, early departure or other periods of absence or non-participation.

Calendaring Docketing & Tickling

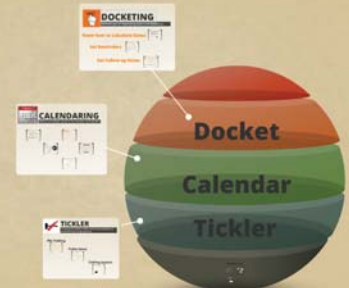
Presented by:

Hong Dao & Sheila Blackford

Attorneys | Practice Management Advisors
Professional Liability Fund

Calendaring Docketing & Tickling

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CONTACT US

Professional Liability Fund
www.plf.com
101-100-1001 | 800-451-1001

PLF Practice Management Advisors

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January							1	2	3
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

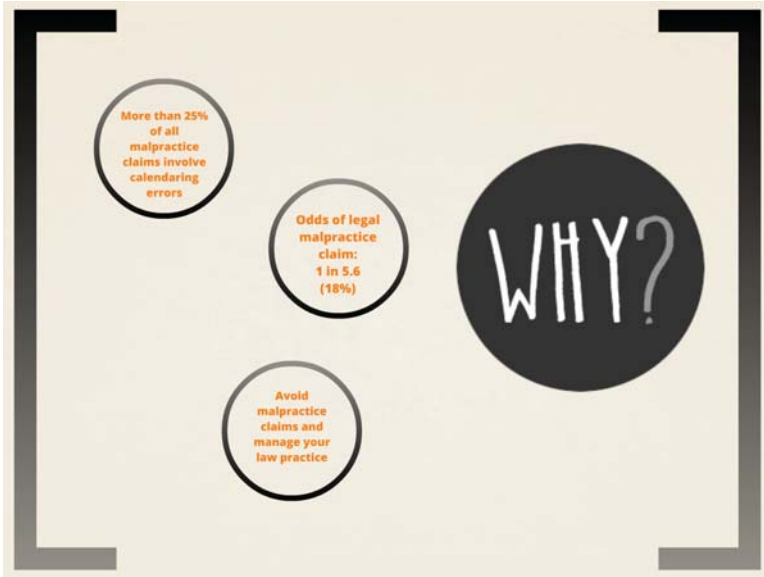
CALENDARING

Efficient and reliable system to docket dates and tickle files



GOALS OF HAVING A CALENDARING SYSTEM

- ~ maintain consistent file overview
- ~ ensure effective client communication
- ~ manage deadlines
- ~ follow up to verify that others have done what they were supposed to do



More than 25% of all malpractice claims involve calendaring errors

Odds of legal malpractice claim: 1 in 5.6 (18%)

Avoid malpractice claims and manage your law practice

WHAT'S YOUR SYSTEM?

Does it provide for...

- immediate entry of all dates?
- entry of reminder dates for deadlines?
- entry for follow-up dates?
- backup of the main calendaring system?

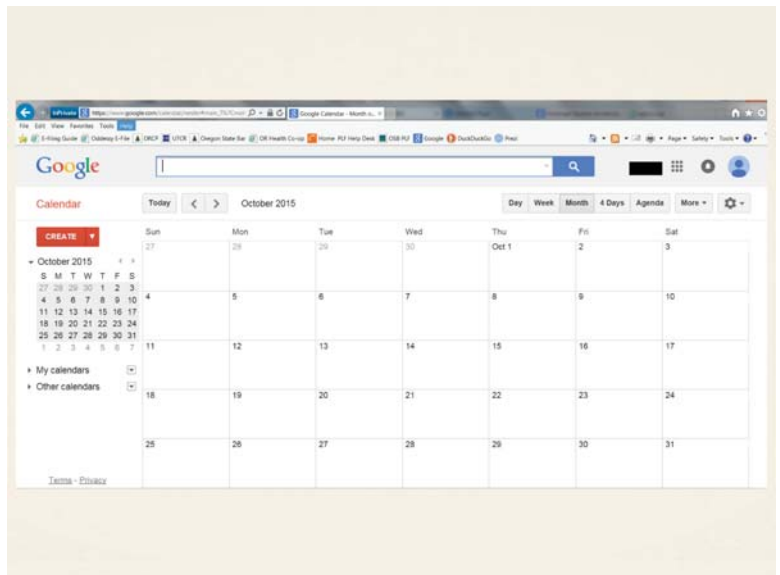
WHAT TO CALENDAR?

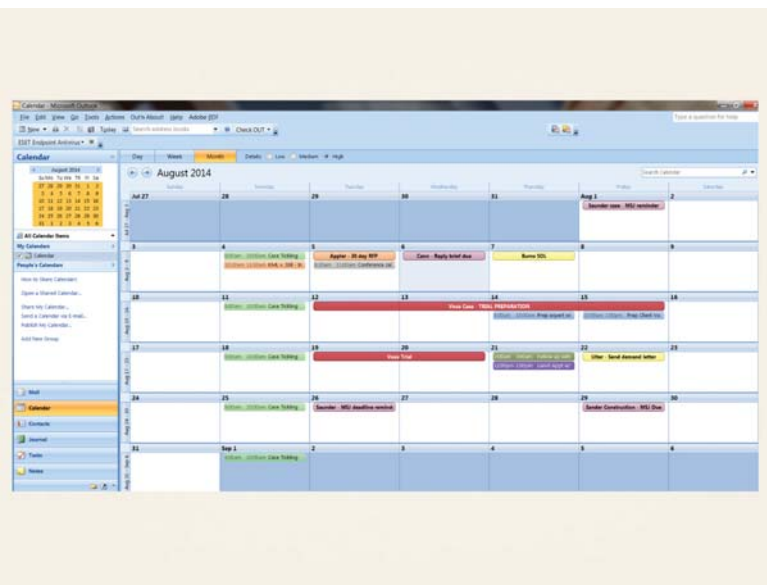
Any dates tied to a case

- Administrative hearings
- Court dates
- Litigation deadlines
- Statute of limitations
- Discovery deadlines
- Appointments
- Client-imposed deadlines
- Self-imposed deadlines
- Follow-up dates

Out-of-office dates

WHAT TO USE?





The web generation of legal software
ROCKETMATTER™

MyCase

clio

DOCKETING
Remind you of impending dates and deadlines

Know how to Calculate Dates

Set Reminders

Set Follow-up Dates

Docketing ≠ data entry

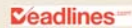
Know how to correctly calculate dates

Rule-Based Deadline Calculating Service

- automatically calculate deadlines
- adjusted for local, state or federal holidays
- notify and update any rule changes
- 1 can reports of all deadlines

Rule-Based Deadline Calculating Service

- automatically calculate deadline
- adjusted for local, state or federal holidays
- notify and update any rule changes
- run reports of all deadlines



timeanddate.com

Start Date

Month: Day: Year: Date: Add/subtract: Days:

12 / 17 / 2015 (+) Add 30

Calculate new date

From Thursday, December 17, 2015
Added 30 days
Result: Saturday, January 16, 2016

DeadlineCalculator.com

Deadline Calculator

To calculate a deadline or filing, we'll need you to follow these three steps.

STEP 1 | Enter Number of Days

30 Days

STEP 2 | Choose either before or after

Before After

STEP 3 | Choose the start date

December 17 2015

CALCULATE

Results:

30 calendar days after Thursday, December 17, 2015 is Saturday, January 16, 2016.

However, this date falls on a weekend, so the next business day is Tuesday, January 19, 2016.

Set reminders



Enter all deadlines immediately

Set at least one reminder for every deadline

Ideally 3: a month, a week, a few days before deadline

Set follow-up dates

To ensure a critical action was taken

Enter a follow-up date

Verify that the action was taken



TICKLER

Prompt you to retrieve a file to work before a deadline or prevent file from being neglected

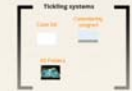
File Tickling



Tickle Items



Tickling System



Don't...

- ~ let files stack up on your desk
- ~ let files fall through the crack because nothing has happened to create activity.
- ~ put a file away without a future tickle date

Do...

Use a tickler system

What to tickle

- * Periodic file review dates
- * Deadline or critical dates
- * Task completion dates

Tickling systems

Case list

Calendaring program



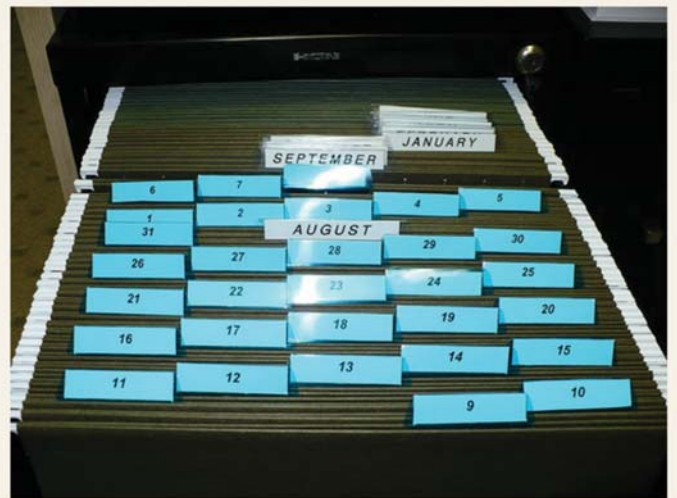
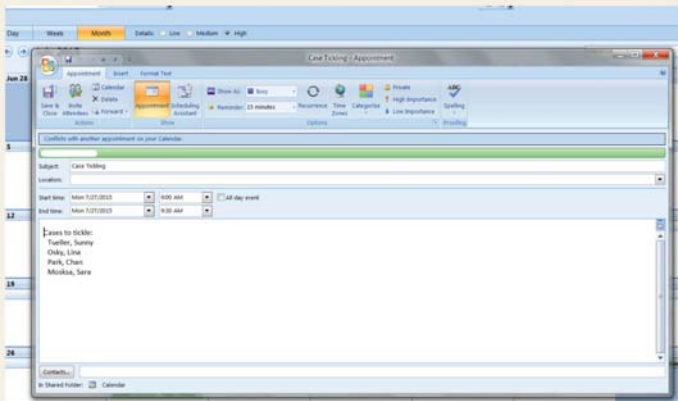
43 Folders



OPEN CASE LIST

Updated July 20, 2015

CLIENT	OFFICE CASE NO.	SOL	STATUS
Tailler, Sunny	2015-579	9/1/2015	Complaint filed 2/5/15; discovery
Osby, Lina	2014-562	7/11/2014	Complaint filed 6/14/14. Trial 10/15/15
Park, Chan	2014-557	12/3/2014	Complaint filed 10/22/15. Mediation?
Moskva, Sara	2013-484	8/14/2014	Complaint filed 3/30/14. Trial set-over 8/24/15
White, Fran	2015-550	10/14/2015	Demand sent; Complaint drafted
Johnston, Betty	2015-551	10/24/2015	Demand sent; complaint drafted
Kellatir, Mo	2015-552	12/15/2015	Demand sent
Linstruck, Abilina	2015-553	1/26/2016	Demand drafted
Black, Jan	2015-500	4/4/2016	Demand drafted
Sora, Forest	2015-582	7/11/2016	Waiting for medical records
Minolo, Jose	2015-583	7/14/2016	Investigating
Zinsky, Daniel	2015-584	10/1/2016	Investigating
Lee, Rose	2015-585	4/10/2017	Initial interview



Resources

Learn More...

- CLEs, Practice Aids & Forms
- ABA LPM Books at 30% discount
- CLEs & Publications
- ABA Law Sections Books at 15% discount

Practice Management Software with Built-in Calendaring System



Stand-Alone Calendar Programs



Questions?

Learn More...

Professional Liability Fund | www.osbplf.org

- CLEs, Practice Aids & Forms
- ABA LPM Books at 30% discount

Oregon State Bar | www.osbar.org

- CLEs & Publications
- ABA Law Sections Books at 15% discount

American Bar Association | www.americanbar.org

- CLEs & Publications
- Case Management Software Comparison Chart

Stand-Alone Calendar Programs



Calendarscope™



VueMinder

The best calendar software for Windows

mozilla

Free Download



Lightning Calendar

Organize your life -- it's about time!

Lightning 4.0.2

Practice Management Software with Built-in Calendaring System



AbacusLaw



Questions?



CONTACT US

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Calendaring Docketing & Tickling

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Professional Liability Fund



DOCKET CONTROL CHECKLIST

DO have a formal docket control system which provides:

1. Immediate and automatic entry of dates;
2. Double checking of all entries;
3. Allowance for sufficient lead time to complete tasks;
4. Follow-up checking;
5. Backup or duplication of the main calendaring system.

DO maintain a file tickling system as a back-up to your docket control system.

DO have a staff conference to discuss how to use the system and why it is so important. Make sure new employees (both attorneys and support staff) are familiarized with the system.

DO use a new client matter intake form which calls for an answer to the question, "What deadline dates need to be calendared?"

DO set spam or junk e-mail filters to allow receipt of e-notices from the courts in which you practice. Otherwise, you may miss an important deadline or notice. You may need to make this change at the Internet Service Provider (ISP) level *and* in the settings of your specific e-mail program. Example: Assume Comcast is your ISP and Microsoft Outlook® is your e-mail program. Log on to your e-mail account with Comcast at www.comcast.net, and change the spam settings using Comcast's spam detector. Do the same with Outlook® by changing your junk e-mail options (specific steps vary depending on which version of Outlook® you are using.) These steps assure that neither your ISP (Comcast) nor your e-mail program (Outlook®) will block e-mail from the court.

DO create agents or rules in your e-mail program to duplicate and forward copies of court notices from the attorney-of-record to appropriate staff. Some electronic case filing systems only generate e-notices to the attorney-of-record. Firm addresses (docketing@johndoelawfirm.com) or staff e-mail addresses may not be permitted.

DO remember to transfer all dates and events from personal calendars to your main docket control system as soon as possible. If your calendaring system is manual, consider keeping a supply of brightly-colored calendar slips on hand and USE THEM! Lawyers can carry these with them when outside the office. If you have a laptop, smartphone, tablet, or other mobile device, be sure to synchronize it to your desktop and/or network computer(s) as soon as you return to the office.

DO make certain your docketing calendar is easily accessible by all lawyers and staff. If your system is manual, consider color coding entries.

DO have someone assigned to screen incoming mail for calendaring needs **BEFORE** the mail is distributed. For more information on proper handling of mail, see the PLF practice aids, *Mail Handling – Paper Filing System* and *Mail Handling – Paperless Filing System*, available at www.osbplf.org.

DO encourage daily conferences between lawyers and assigned staff. Use this time to confirm new calendar items, discuss cases tickled for work, and double-check that all dates and events noted on personal calendars have been transferred to the main docket control system.

DO have a definite game plan for handling the "final reminder," which covers:

1. Illness or other unexpected absence from the office;
2. Procrastination;
3. Preventing the file or memo from getting buried on a desk;
4. Verifying actual receipt of the item at its destination.

DON'T leave things until the last day.

DON'T assume anything--check it out.

IMPORTANT NOTICES

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DIARY / TICKLER SYSTEMS

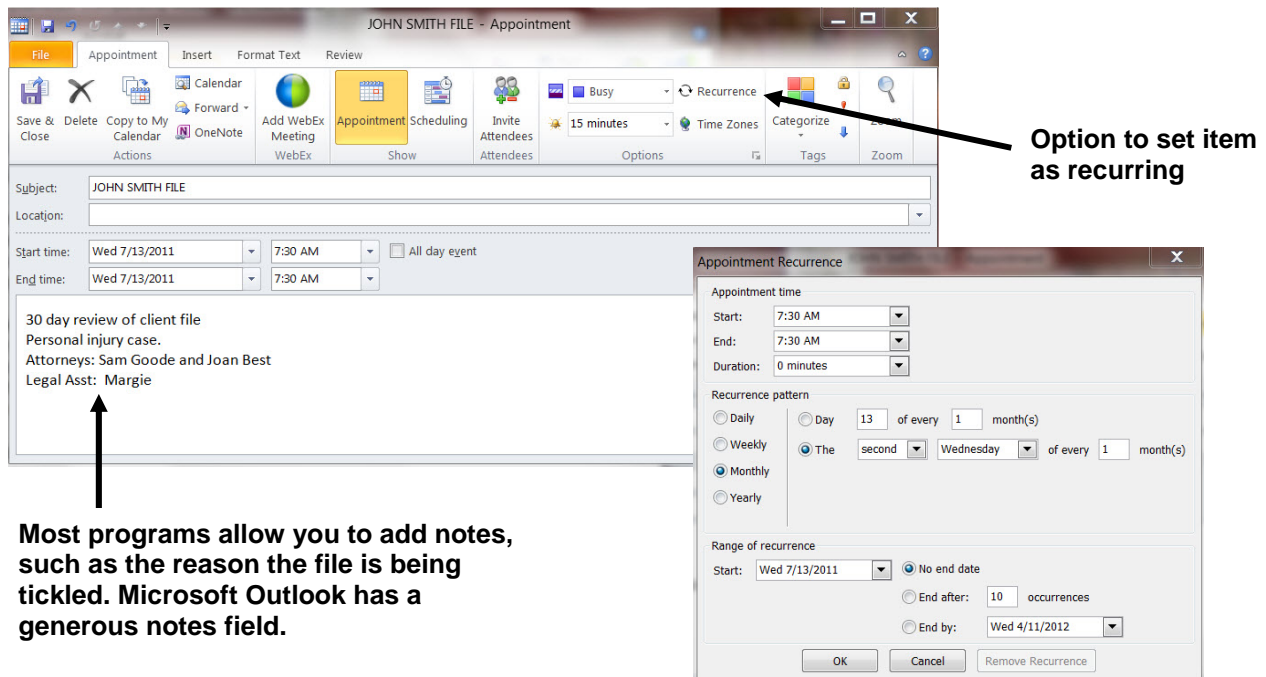
No file should ever be put in the file cabinet without a diary date on it or be tickled for more than 60 days unless it is a corporation and only annual meetings need to be noted. It is best to review all files at least once in any 30-day period. If the attorney working on the file does not indicate a diary date, the assistant should check with the attorney to determine when it should next be reviewed.

The most elementary system for the sole practitioner with a limited number of files is to keep a list of all open files. This list should be generated on the first day of each month. Keep it readily available on your desk or on your computer desktop. As work is performed on a file or the file is reviewed during the month, that file is crossed off the list. On the last day of the month, a quick review of the list will indicate which files were not seen during the month. You can then pull these files for review.

Prior to the widespread adoption of computerized calendaring programs, attorneys used index cards to tickle files. With an index card system, each open file is listed on a separate 3x5 card kept in a file box with daily and monthly dividers. When the client file is tickled, the 3x5 card is placed behind the corresponding date in the card box. When the file is pulled for review, the card is then moved to the front of the file box. Upon completion of the file review, a new tickle date is noted on the card and the card is refiled under the new tickle date. Maintaining a tickle system using index cards is labor-intensive and can lead to errors. It is easy for cards to be inadvertently misfiled or lost. Computerized calendaring systems are more reliable.

If you are using a computerized calendaring program, set tickle dates for each of your files by using recurring appointments or tasks. In most cases, the screen to create a new appointment or task will have an option to set that item as recurring. If you are using recurring appointments or tasks to tickle files, choose a recurrence pattern that falls on a work day (fourth Monday of the month) instead of a specific date, which may recur on a weekend or holiday in the future.

There are two ways to set up a file tickler in Microsoft Outlook: recurring appointments or recurring tasks. Here is an example of a recurring appointment set in Microsoft Outlook:

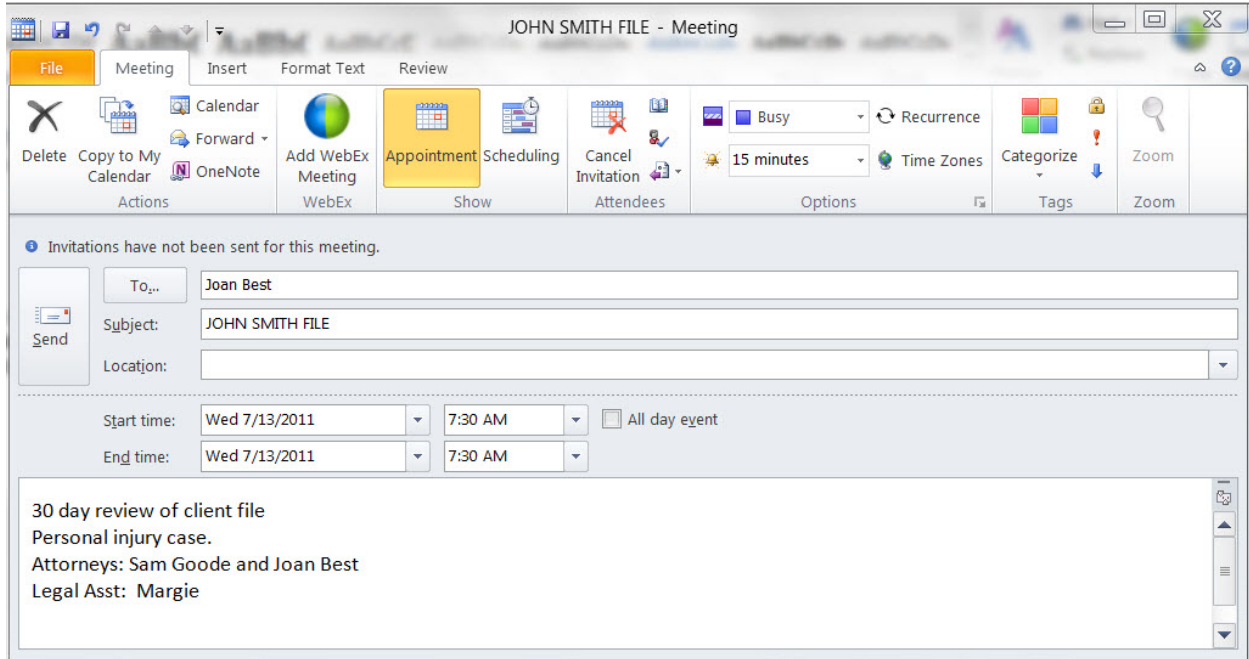


The image shows a screenshot of the Microsoft Outlook interface. The main window is titled "JOHN SMITH FILE - Appointment". The ribbon includes "File", "Appointment", "Insert", "Format Text", and "Review". The "Appointment" ribbon has several groups: "Actions" (Save & Close, Delete, Copy to My Calendar, Forward, OneNote), "WebEx" (Add WebEx Meeting), "Show" (Appointment, Scheduling), "Attendees" (Invite Attendees), "Options" (Busy, 15 minutes, Recurrence, Time Zones), and "Tags" (Categorize, Zoom). The appointment details show "Subject: JOHN SMITH FILE", "Location:", "Start time: Wed 7/13/2011 7:30 AM", and "End time: Wed 7/13/2011 7:30 AM". The body of the appointment contains the text: "30 day review of client file", "Personal injury case.", "Attorneys: Sam Goode and Joan Best", and "Legal Asst: Margie". An arrow points from the text "Option to set item as recurring" to the "Recurrence" button in the ribbon. Another arrow points from the text "Most programs allow you to add notes, such as the reason the file is being tickled. Microsoft Outlook has a generous notes field." to the appointment body text. A separate "Appointment Recurrence" dialog box is shown, with "The second Wednesday of every 1 month(s)" selected under "Recurrence pattern".

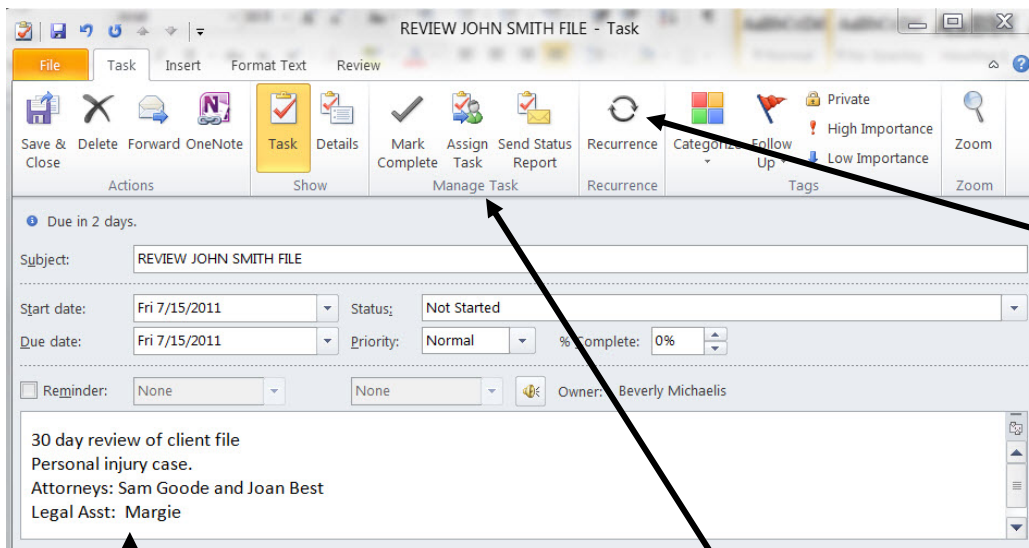
Option to set item as recurring

Most programs allow you to add notes, such as the reason the file is being tickled. Microsoft Outlook has a generous notes field.

Your program may also allow you to set up a group of attorneys and legal assistants who need to participate in the file review by selecting the option to invite attendees. Your calendar appointment becomes an e-mail that you send to those parties who should attend the client file review. Here is an example in Microsoft Outlook:



Alternatively, you can set up a file tickler in Outlook using recurring tasks:

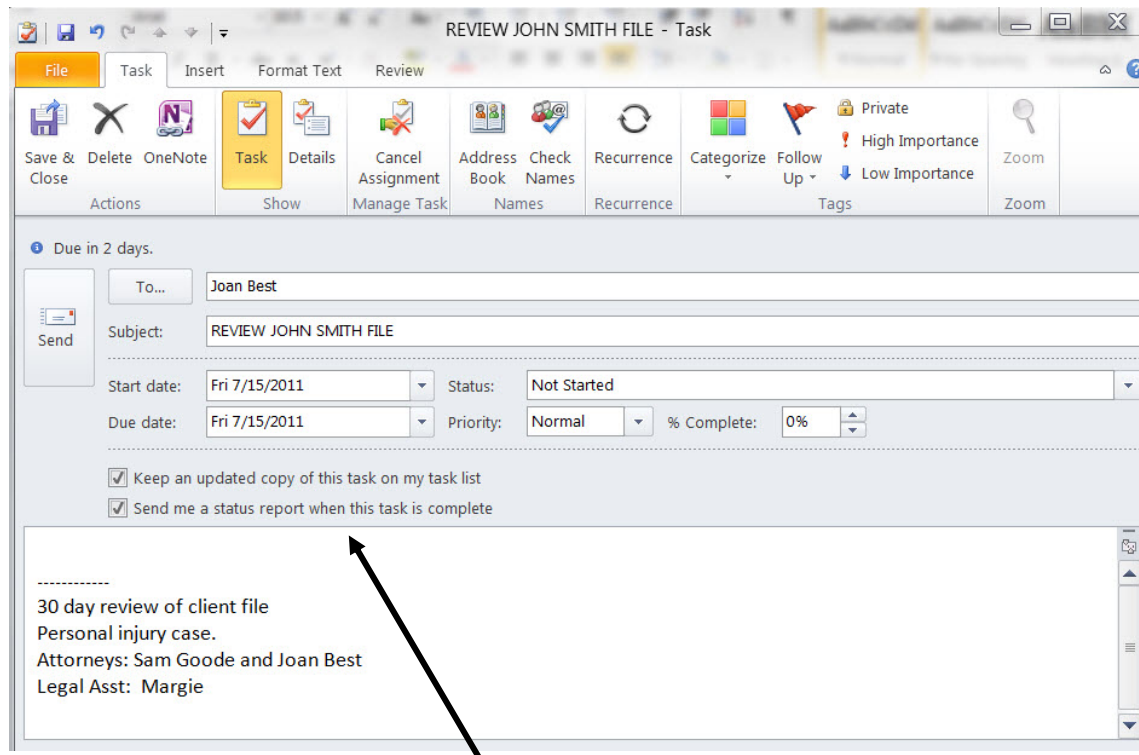


Option to set item as recurring

Optional notes field

Tasks can be managed by assigning them to others.

Here is an example of assigned task in Microsoft Outlook (sent as an e-mail):



These options are checked by default:
Keep an updated copy of the task on my task list
Send me a status report when this task is complete

When file tickle reminders are set as recurring tasks, they are added to your “Tasks and To-Do” List in Microsoft Outlook. This keeps your calendar free for appointments, court dates, and other scheduled events.

Each morning you or your assistant should pull all files tickled for that day. If, after reviewing the file, you determine there is nothing to be done at that time, the file is re-tickled to another future date. NO FILE SHOULD EVER BE PLACED IN THE FILING CABINET WITHOUT A FUTURE TICKLE DATE. If the file is tickled for a specific task to be performed, it should be accomplished that day. If there is no immediate deadline and you are unable to perform the task that day, tickle the file one to three days later when you will have time to complete the task. Don't let files stack up on your desk. Be realistic about what tasks you can complete, and use your tickle system to make sure items you cannot complete today will come across your desk in a day or two when they can be completed.

A good tickler system will alleviate the need to keep files stacked on your desk if they are not being worked on or the need to set aside an entire day reviewing every open file. A tickler system also prevents files from falling through the cracks when they get stuck in the file cabinet because nothing has happened to create any activity on the file.

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FOLLOW-UP

One of the most important aspects of docket control is to follow up once a reminder is made to see that a task is actually accomplished prior to its deadline date. Unfortunately, this is also one of the most overlooked requirements of a good docket system.

On occasion, an item will be held for one final review. Make sure the item does not get buried on a desk or in the file. If an item is sent by certified mail, enter a follow-up date to verify the return receipt came back to the office. If an item is filed, check to be sure that the item was received by the court. When sending documents out for service, enter a follow-up date to check with the process server confirming that service has been accomplished. This is especially crucial if service must be made within 60 days of filing the complaint when there is a statute of limitations problem.

Use your docket or follow-up system for any matter that has an irrevocable deadline, such as giving notice of a claim, filing a complaint, effecting service of summons, or filing notice of appeal. Some other important dates are: notices of annual meetings for corporations, probate deadlines, notice of sale in foreclosures, tax filing deadlines, and intangible dates such as when to have a will or pension and profit sharing plan completed. There are specific deadlines and dates for each practice area. Consult the PLF Practice Aids and Forms, OSB BarBooks, and your CLE materials for checklists and forms.

Important treatment in the docket control system:

1. Set spam or junk e-mail filters to allow receipt of e-notices from the courts in which you practice. Otherwise, you may miss an important deadline or notice. You may need to make this change at the Internet Service Provider (ISP) level *and* in the settings of your specific e-mail program. Example: Assume Comcast is your ISP and Microsoft Outlook® is your e-mail program. Log on to your e-mail account with Comcast at www.comcast.net, and change the spam settings using Comcast's spam detector. Do the same with Outlook® by changing your junk e-mail options (specific steps vary depending on which version of Outlook® you are using.) These steps assure that neither your ISP (Comcast) nor your e-mail program (Outlook®) will block e-mail from the court.
2. Some electronic case filing systems only generate e-notices to the attorney-of-record. Firm addresses (docketing@johndoelawfirm.com) or staff e-mail addresses may not be permitted. If this is the case, create an agent or rule in your e-mail program to duplicate and forward copies of court notices from the attorney-of-record to appropriate staff.
3. The final deadline should be immediately entered on the central calendar and individual calendars of the attorney and his or her assistant.
4. Sufficient lead time should be determined for completion of each task, and appropriate reminder dates entered in the calendars of the attorney and assistant, as well as the central docket system.
5. Final reminders should be specially indicated (i.e., bolded or color-coded).
6. Reminder notices and follow-ups should be brought to the attorney's attention and tasks should be marked off when completed and by whom. A separate follow-up log for each case can be maintained so that these important actions, deadlines, and follow up tasks are noted, along with information about when they were accomplished and by whom.
7. **This is the most important step: If the assistant or docket clerk does not receive notice that the task has been completed by the due date, that person should immediately contact the responsible attorney to find out why the task has not been completed.**
8. In the event a final notice is ignored or the responsible attorney is unavailable for any reason, the supervising/managing attorney should be notified of the problem by the assistant or person in charge of the docket. A firm policy should be created to address this potential situation. See *Oregon RPC 5.1 Responsibilities of Partners, Managers, and Supervisory Lawyers*.

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RESOURCES

Calendaring and Docketing Articles and Books

Avoid Committing Malpractice With a Few Clicks of Your Mouse, by Beverly Michaelis, Oregon State Bar Bulletin, February/March 2012.

<https://www.osbar.org/publications/bulletin/12febmar/practice.html>

Find Info Like a Pro, Investigating Court Docket Databases, by Carole Levitt and Mark Rosch, ABA Law Practice Magazine, May/June 2011.

http://www.americanbar.org/publications/law_practice_magazine/2011/may_june/investigating_court_docket_databases.html

Google Gmail and Calendar In One Hour For Lawyers, by Carole Levitt and Mark Rosch, American Bar Association, March 2013.

<http://shop.americanbar.org/eBus/Store/ProductDetails.aspx?productId=214256&term=Calendaring>

Google Gmail and Calendar In One Hour For Lawyers eBook, by Carole Levitt and Mark Rosch, American Bar Association, April 2013.

<http://shop.americanbar.org/eBus/Store/ProductDetails.aspx?productId=218102&term=Calendaring>

Managing Your Practice, Back to Basics: Sweating the Small Stuff Pays Big Dividends, by Emily Eichenhorn, Oregon Stat Bar Bulletin, August/September 2004.

<https://www.osbar.org/publications/bulletin/04augsep/practice.html>

Practice Management, ABA Techreport 2014 by Joshua Poje

<http://www.americanbar.org/publications/techreport/2014/practice-management.html>

Practice/Case Management Software Comparison Chart for Solo/Small Firm, ABA Legal Technology Resource Center, updated May 2015

<http://www.americanbar.org/content/dam/aba/migrated/tech/ltrc/charts/pmtbchart.authcheckdam.pdf>

Top Legal Calendar Software Products, Capterra, 2015 Reviews of the most popular programs.

<http://www.capterra.com/legal-calendar-software/>

Calendaring and Docketing Apps and Programs

CompuLaw Vision; a comprehensive calendaring solution for larger law firms. Web-based front end, rules-based calendaring, tracking cases with court data, automatic processing of court e-filing receipts, and provides integration with document management. Systems, Microsoft Exchange and Microsoft SharePoint.

Deadlines.com formerly Deadlines on Demand; Automated rules-based legal calendaring for smaller firms powered by CompuLaw the court rules company. Calculate court deadlines, minimize risk and avoid one of. The leading causes of malpractice claims, apply court rule changes through Change Notification Service, run reports of upcoming dates, view on-screen calendars, daily, weekly, monthly, and synch with Outlook or import iCalendar file to any compatible calendar on your Windows or Apple computer.

Coverage in Oregon:

Oregon Rules of Appellate Procedure [Civil]

Circuit Court of Oregon - 15th Judicial District [Civil]

Circuit Court of Oregon - 22nd Judicial District [Civil]

U.S. District Court - District of Oregon [Civil]

U.S. District Court - District of Oregon - Criminal Rules [Criminal]

U.S. Bankruptcy Court - District of Oregon - Chapter 7 [Bankruptcy]

U.S. Bankruptcy Court - District of Oregon - Chapter 11 [Bankruptcy]

U.S. Bankruptcy Court - District of Oregon - Chapter 13 [Bankruptcy]

Baker County Circuit Court of Oregon - 8th Judicial District [Civil]

Benton County Circuit Court (21st Judicial District) [Civil]

Clackamas County Circuit Court (5th Judicial District) [Civil]

Clatsop County Circuit Court (18th Judicial District) [Civil]

Columbia County Circuit Court (19th Judicial District) [Civil]

Deschutes County Circuit Court (11th Judicial District) [Civil]

Douglas County Circuit Court (16th Judicial District) [Civil]

Circuit Ct - 7th Judicial District [Civil]

Circuit Court of Oregon - 24th Judicial District [Civil]

Jackson County Circuit Court (1st Judicial District) [Civil]

Josephine County Circuit Court (14th Judicial District) [Civil]

Klamath County Circuit Court (13th Judicial District) [Civil]

Lake County Circuit Court (26th Judicial District) [Civil]

Lane County Circuit Court (2nd Judicial District) [Civil]

Lincoln County Circuit Court (17th Judicial District) [Civil]

Linn County Circuit Court (23rd Judicial District) [Civil]

Malheur County Circuit Court of Oregon - 9th Judicial District [Civil]

Marion County Circuit Court (3rd Judicial District) [Civil]

Circuit Court of Oregon - 6th Judicial District [Civil]

Multnomah County Circuit Court (4th Judicial District) [Civil]

Polk County Circuit Court (12th Judicial District) [Civil]

Tillamook County Circuit Court (27th Judicial District) [Civil]

Circuit Court of Oregon - 10th Judicial District [Civil]

Yamhill County Circuit Court (25th Judicial District) [Civil]

Oregon Revised Statutes - Chapter 36 - Uniform Arbitration Act [Civil]

Oregon Land Use Board of Appeals - Rules of Procedure for Appeals [Civil]

Oregon Rules of Appellate Procedure Chapter 4.B - Judicial Review of Certain Land Use Decisions [Civil]

<http://www.aderant.com/solutions-calendaring-docketing-deadlines/>

Docket Enterprise, Attorney and Firm Docket Software. *BEC Docket Enterprise is a docket and legal calendaring application for date tracking and case management in all practice areas. Works to improve Outlook functionality.*

<https://www.beclegal.com/products/docket-enterprise>

Family Law Calendar App; *Find the days and dates for many federal, religious and other holidays through 2035, iTunes or Google Play*

http://www.americanbar.org/groups/family_law/publications/famlawapp.html

MA3000; *ALM's docketing and calendaring system. provides nationwide calendaring and docketing, rules-based scheduling, Outlook calendar updates, email alerts on case events, web calendar access to case data, and reports readable on smartphones.*

<http://www.ma3000.com>

Calendaring and Docketing Practice Aids from PLF

Calendaring and File Tickling - Information

<https://www.osbplf.org/assets/forms/pdfs/Calendaring%20and%20File%20Tickling%20Info.pdf>

Calendaring Note

<https://www.osbplf.org/assets/forms/pdfs//Calendaring%20Note.pdf>

Diary/Tickler Systems

<https://www.osbplf.org/assets/forms/pdfs//Diary-Tickler%20Systems.pdf>

Docket Control Checklist

<https://www.osbplf.org/assets/forms/pdfs//Docket%20Control%20Checklist.pdf>

Docket Sheet

<https://www.osbplf.org/assets/forms/pdfs//Docket%20Sheet.pdf>

Follow-Up

<https://www.osbplf.org/assets/forms/pdfs//Follow-Up.pdf>

State Court Rules-- UTCRs and SLRs

<https://www.osbplf.org/assets/forms/pdfs//State%20Court%20Rules%20-%20UTCrs%20and%20SLRs.pdf>