Clear ***Concise*** ***Comprehensive*** ***Contemporaneous***

FILE NOTE

Client _____ File No _____

Phone _____ Email _____

Date _____ Time _____ Page _____ of _____

Conference ❑ Review ❑ Court ❑ Phone to ❑ Phone from ❑

Attendance by _____Location _____

RE: _____Author _____

Discussion

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Follow up required

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