Document Analysis Form

Case_____ Reviewer _____ Date Reviewed_____

Source of Document _____ Author _____ Date Prepared _____

Prepared For _____ Date Received _____

Summary of Contents

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Issues

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Potential Benefit

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Potential Prejudice

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How Admitted or Excluded

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Comments

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This document analysis form (or something close to it) should be completed for each document and exhibit in every case. Whatever the source, every piece of information in a case needs to be scrutinized for its relevance to the issues, its potential benefit or prejudice and how it might be admitted or excluded from evidence. This kind of analysis is the basic building block of relatively simple or very complex database system of organizing documents.

Case The name of the case that the document pertains to

Reviewer The name of the person who analyzed the document

Date Reviewed The date that the Reviewer analyzed the document

Source of Document Where the document came from; e.g.; client, opponent in discovery, deposition, informal investigation, Freedom of Information Act, administrative agency file etc.

Author Who wrote the document

Date Prepared On what date was the document written or prepared

Prepared For Who was the document prepared for; at whose request

Date Received When did your office receive the document

Summary of Contents What is the document about; what areas does it cover

Issues What issues in the case is this document relevant to

Potential Benefit What's the potential benefit of this document to your case

Potential Prejudice What's the potential prejudice of this document to your case

How Admitted, Excluded, Limited Weight How could you get this document admitted into evidence e.g.; who would authenticate, how to get around hearsay problems etc. How could you keep this document out of evidence, e.g.; lack of authentication, hearsay with no exception. How could you minimize its weight, e.g. discredit it, the information in it.

Comments Any thoughts, things to remember about this document