

IDEAS FOR DELEGATING

While certainly not comprehensive, here are a few ideas of work you should delegate to your team of virtual associates:

APPELLATE

- Research re: procedural issues
- Memos re: likelihood of success in appeal
- Supersedeas bond research/analysis
- Transcript summaries
- Briefing re: interlocutory appeals
- Briefing re: dismissal of appeal
- Motions seeking discretionary review
- Opening briefs
- Response briefs
- Reply briefs
- Excerpts of record/appendices
- Motions to strike & responses
- Writs of habeas corpus
- Writs of certiorari
- Writs of mandamus

COMMERCIAL LITIGATION

- Demand letters
- Complaints
- Motions to dismiss & responses
- Motions to transfer venue & responses
- TRO applications & responses
- Document review
- RFPs, Interrogatories & Admissions
- Discovery responses
- Motions to compel & responses
- Motions to quash & responses
- MSJs, responses & countermotions
- Motions in limine & responses
- Trial/bench briefs
- Jury Instructions
- Motions for reconsideration/new trial & responses

FAMILY

- Prenuptial & postnuptial agreements
- Research memorandums
- Discovery & discovery responses
- Motions re: modification of custody or support & responses
- Motions to enforce custody or support orders & responses
- Adoption documents
- Financial disclosure statements
- Motions to dismiss divorce modification
- Settlement briefs
- Trial/bench briefs
- Motions in limine
- Motions for reconsideration/new trial & responses
- Consent orders



IMMIGRATION

- Research memos
- Visa petitions
- Letters of recommendation
- Support & expert letters
- Employment letters
- Memos re: social group for asylum merits hearings
- BIA briefs
- Motions to transfer venue & replies
- Motions to terminate proceedings & replies
- Eligibility briefs
- NIV (212(d)(3)) waiver applications & memorandum of law
- NOID responses
- Asylum hearing memos & preparation
- Writs of mandamus
- Writs of habeas corpus
- Responses to motions to dismiss
- Motions in limine & responses
- Circuit appellate briefs & replies
- Motions for stay pending appeal

PERSONAL INJURY

- Demand letters
- Research memos
- Complaints
- Motions for leave to amend
- Response to motions for forum non conveniens
- Responses to motions to dismiss
- RFPs, Interrogatories & Admissions
- Objections & responses to discovery
- Motions to compel/quash discovery
- Medical record summaries
- Deposition summaries
- Expert designations
- Settlement letters/mediation briefs
- Demurrers & responses
- MSJs, countermotions & responses
- Daubert & other motions in limine
- Motions to strike & responses
- Trial statements/pre-trial briefs
- Jury verdict research
- Jury instructions
- Judgments & memorandum of costs

CRIMINAL

- Personal restraining petitions & responses
- Letters to the prosecutor or court
- Summaries of criminal history
- Motions to dismiss & replies
- Motions for pretrial diversion & replies
- Motions for a finding of innocence
- Summaries of evidence, discovery needed, & proposed witness questions
- Prepare investigator interview questions
- Motions to expunge & replies
- Motions to quash & replies
- Motions to suppress & replies
- Objections to reports & recommendations
- Motions to modify order & replies
- Motions to set aside judgment & replies
- Motions for reconsideration/new trial & responses
- Plea agreements
- Writs of habeas corpus
- Jury instructions



HEALTH

- Research memoranda
- Medical office leases
- License agreements
- Purchase & sale agreements for medical companies & practices
- Employment agreements
- Feasibility opinions
- Medical website disclosures/disclaimers
- Merger documents for medical & dental companies/practices
- Legal opinion letters for medical & dental companies & practices
- Guidance letters for medical & dental companies
- Practice-related letters for medical practices & professionals
- Discovery requests & responses
- Compliance policies/manuals
- Compliance checklists
- Responses & settlement proposals re: Medicare/Medicaid/Stark/etc. violations

ESTATE PLANNING & PROBATE

- Prenuptial & postnuptial agreements
- Wills
- Powers of Attorney
- Trusts & trust modifications
- Deeds of trust & liens
- Living wills & HIPPA directives
- Beneficiary agreements
- Financial record review & accounting
- Court supervised accountings
- Research re: optimal estate planning vehicles, gifting, property rights, etc.
- Document summaries
- Letters of administration
- Propound & respond to discovery
- Motions for reconsideration & responses
- Motions to substitute personal representative & responses
- Petitions to admit will to probate
- Petitions for family allowances & responses
- Other briefing in probate cases

EMPLOYMENT/LABOR/EDUCATION

- Research memoranda
- Independent contractor/employee analysis
- Employment agreements
- Personnel policies & procedures manual
- Employee handbooks
- NDAs & non-circumvention agreements
- Employee stock option plan (ESOP)
- TRO for former employees
- Responses to DHS revocation of security clearance
- Demand letters
- Complaints (FMLA, retaliation, etc.)
- Mediation briefs
- Discovery plans
- Propound & respond to discovery
- Responses to EEOC employer position statements
- MSJs, countermotions & responses
- Pre-trial & post-trial briefs



INTELLECTUAL PROPERTY

- Copyright & other research memos
- Trademark searches
- Trademark applications
- Opposition to trademark application
- Responses to USPTO action
- Patent applications
- Purchase & Sale Agts. for IP
- Licensing & affiliate agreements
- Software subscription agreements
- Terms of service & privacy policies
- Research memos
- Demand letters & responses
- Cease & desist letters & responses
- Complaints (under Lanham Act & otherwise)
- Motions for TRO & preliminary injunction & responses

BUSINESS/CORPORATE

- Corporate resolutions
- Operating agreements & bylaws
- CC&Rs & HOA bylaws
- Stock agreements
- Loan documents
- Agreements & contracts
- Contract review
- Redemption agreements
- Purchase & sale agreements
- Deeds of trust & lien research
- Survey reviews
- Opinion letters
- Vendor & employee letters
- Leases & notices terminating leases
- Real property transfer documents

BANKRUPTCY

- Avoidance action analysis
- Research re: eligibility to file Ch. 7 & means test
- Preparation of proofs of claim
- Motions to lift the stay & responses
- Motions to appoint a trustee & responses
- Motions to convert/dismiss & responses
- Computation of plan payments
- Chapter 11 & 13 plans
- Responses to confirmation objections
- Motions re: exemptions & responses
- Motions re: estate property & responses
- Motions for surcharge & responses
- Adversary complaints
- Adversary discovery & motions