

Legal Advocacy Workshops
Editing Workshop

Submittal Sheet

To: (Circle one)

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Your name: _____

Your firm: _____

Your telephone number: _____._____._____

Date: _____

Nature of Paper: _____ (Brief, Letter, Memorandum, Transactional document, etc.)

Number of pages: _____

Topic: _____

Client: _____/Matter: _____ (Names – not numbers. We use this information only to run a conflict check.)

Status: _____ already handed in

_____ in progress due date: _____

Do you have any comments that will help focus our editing?

If you know the meeting day, please list any time restrictions on that day:

Note: Please do not fax after 9:00 p.m.