Critical Date Control Checklist

THE BAR PLAN

Matter: _____ **Client:** _____

Attorney: _____ **Date Opened:** _____

DEADLINE IDENTIFICATION

- ☐ Identified all applicable statutes of limitation.
- ☐ Determined whether any statutes of repose apply.
- ☐ Identified all filing, service, notice, administrative, appeal, contractual, and transactional deadlines.
- ☐ Determined triggering event for each deadline.
- ☐ Identified and documented authority supporting significant deadlines.
- ☐ Calendared the earliest reasonably applicable deadline where uncertainty exists.

SPECIAL CIRCUMSTANCES REVIEW

- ☐ Evaluated whether any party is a governmental or quasi-governmental entity.
- ☐ Reviewed for notice-of-claim requirements, administrative exhaustion requirements, immunity provisions, and shortened filing periods.
- ☐ Considered whether specialized deadlines apply, including wrongful death, probate/trust matters, employment claims, workers' compensation, tax matters, administrative proceedings, appeals, federal claims, and multi-jurisdictional matters.

CALENDAR CONTROLS

- ☐ All critical dates entered into the firm's centralized calendar system.
- ☐ Multiple advance reminders established.
- ☐ Critical deadlines entered into tickler/reminder system.
- ☐ Deadline calculations and calendar entries independently verified.

Reviewer: _____ **Date:** _____

CLIENT COMMUNICATION

- ☐ Client advised of significant deadlines affecting the matter.
- ☐ Client advised of information, documents, or action required to meet deadlines.
- ☐ Requests for client action communicated sufficiently in advance of deadlines.
- ☐ Material deadline-related communications documented.
- ☐ Written warning provided if client delay or nonresponsiveness threatens a deadline.
- ☐ Client advised of appeal deadlines or other post-judgment deadlines, where applicable.

ONGOING REVIEW

- ☐ Upcoming deadlines reviewed regularly.
- ☐ All deadline changes recalculated and re-entered following court orders, continuances, agreements, or other modifications.
- ☐ Backup attorney or staff identified for coverage during absences.

Backup: _____

FILE CLOSING

- ☐ Confirmed no unaddressed deadlines remain.
- ☐ Client notified of any future deadlines that fall outside the scope of representation.
- ☐ Closing or disengagement letter sent, if appropriate.

ATTORNEY CERTIFICATION

I have reviewed this matter for applicable statutes of limitation, statutes of repose, notice requirements, filing deadlines, and other critical dates, and I have complied with the firm's critical date control procedures.

Attorney Signature: _____ **Date:** _____



RISK MANAGEMENT REMINDER: A missed deadline often results not from failure to calendar a date, but from failure to identify the correct deadline. Deadline analysis is a legal task requiring attorney judgment; calendaring is the administrative process used to ensure those deadlines are met.