Project Title: Santa Clara Dependency Representation
RFP Number: CFCC 09-08 DRAFT-Santa Clara-LM

Dependency Counsel - Activities/Tasks By Hearing Classification	Detention Hearing	Post-Detention Hearing Through Disposition	Post-Disposition through End of Reunification Services and/or End of In-Home Dependency Period	Completion of the Selection and Implementation (.26) Hearing and/or 39.1 B Writ Preparation	Post-Permanent Plan Hearings
Activity 1. Case Preparation, Investigation and Management					
a. Document Review					
b. Notes to file					
c. Draft orders					
d. Legal research					
e. Obtain and review discovery					
f. Communicate with client in-person					
g. Communicate with client					
h. Communicate with child welfare worker					
I. Communicate with other counsel					
j. Communicate with caregiver					
k. Communicate with service providers					
l. Communicate with CASA					
m. Communicate with others					
n. Other investigation or case management activity					
Activity 2. Motions and Other Hearings					
a. Client interview					
b. Investigation					
c. Preparation and filing of original or responsive pleadings					
d. Settlement conferences, family group conferences, mediation					
Activity 3. Trial Preparation					
a. Preparing witnesses and experts for trial					
b. Complete and arrange service of subpoenas					
c. Preparation and filing of Motions in Limine					
d. Arranging for independent client evaluations					
e. Prepare cross-examination/argument					
f. Prepare trial brief					
g. Prepare offer of proof					
h. Prepare points and authorities					
I. Prepare and exchange witness lists					
j. Other trial preparation					
Please indicate which staff would perform the above tasks, using the following codes:					
A = attorney					
S = social worker					
I = investigator					
P = paralegal					
O = other (specify)					

Appendix E - Task Assignment Template