

Litigation Case Tracking Sheet

- Case reference number
- Client name & opposing party
- Matter type (civil, criminal, family, etc.)
- Key dates: filing, hearings, deadlines
- Court details
- Case status (open, ongoing, stayed, closed)
- Documents filed (list with dates)
- Evidence log
- Legal fees & costs log
- Next actions required
- Settlement offers (if applicable)
- Final resolution summary

