

Client Status Report

[Date]			
To:	[Client Name]	From: [Attorney Name]	
Re:	[Matter]		
UPCOMING EVENTS TO PUT ON YOUR CALENDAR			
Date	Event		
PENDING ITEMS			
We are waiting for		From	
COMMENTS			
ACCOUNT STATUS			
<input type="checkbox"/>	Your account is paid in full. Thank you!		
<input type="checkbox"/>	You have an outstanding balance: \$[Amount]		
<input type="checkbox"/>	Please contact [Name] about your account: [xxx]-xxx-xxxx		
YOUR LEGAL TEAM			
ATTORNEY:	[Name]	[Phone Number]	[E-Mail Address]
STAFF:	[Name]	[Phone Number]	[E-Mail Address]
BOOKKEEPER:	[Name]	[Phone Number]	[E-Mail Address]
WHAT WE NEED FROM YOU			
<input type="checkbox"/>	Please call [Name] at [Phone Number] to discuss [Description].		
<input type="checkbox"/>	Please provide us with [Documents or Information Needed]. If you have any questions, call [Name] at [Phone Number].		
<input type="checkbox"/>	Your next court date is [Date] for [Reason for Court Date]. Please confirm your attendance with [Name] by phone [Phone Number] or e-mail [E-Mail Address].		
<input type="checkbox"/>	Nothing is needed at this time.		

Attorney Signature

[Attorney Name]