

**Assignment Clarification Checklist**

Understanding what is expected of you when you receive an assignment is essential to producing quality work. Use these sample questions to ensure you have all the answers you need to perform at your best.



- When do you need this? or, How long do I have to work on this? or, How long should I spend on this project?
  - If the answer is “no rush” or something else vague, propose a deadline, such as “OK, I’ll try to have something for you by Thursday.”
- Are you available if I have questions or need to check in? Can I email you with questions?
- Do you have any suggestions about the best place to start my research? *or* I was thinking of starting with the treatises [or Westlaw] [or the Rutter Guide]; would you recommend anything else?
- Are you interested in federal [or state or 9<sup>th</sup> Circuit] law only, or should I broaden my search?
- Are there any samples of this type of [motion/brief/pleading/memo/contract] I can look at? Where can I find them?
- Are there any documents from the case file that I can look at to familiarize myself with the case more generally?

*And the most important one:*

- OK, just to make sure I understand, you want me to... (sum up assignment).