

# #REPORT GOALS

## ZR PER DIEM REPORT CHECKLIST

- ✕ File reports quickly, but no later than 5 pm the day of the appearance.
- ✕ Provide the names of everyone at the appearance. Include parties, judges, clerks and adversaries.
- ✕ Include all details of any outcome. Make sure to include dates, details and deadlines.
- ✕ Explain what happened at an appearance. Include arguments made, objections by other parties and admonishments from the court.
- ✕ Address problems. If your outcome doesn't match your instructions explain why, in detail.
- ✕ Be professional. While we want the details, we don't need anything you wouldn't want the client to see in your report.
- ✕ Be accurate. Clients and our staff are relying on the accuracy of your reporting. Please, double check your information.