

Charge-to-Counsel Handoff Packet

Organize the file for legal review. A referral or transmission is not acceptance of representation.

1. Procedural posture and deadline

2. Parties and work relationship

3. Claims/protected bases

4. Challenged decisions

5. Executive chronology

6. Employer explanations and defenses

7. Key evidence

8. Adverse facts/weaknesses

9. Damages/mitigation/relief

10. Administrative file contents

11. Missing evidence and likely custodians

12. Other procedural issues

13. Immediate next steps
