

ISSUES MEMO

THE FIVE A'S

An issues memo of 1-3 pages helps the staff attorney assist you with your case and assess your readiness for higher paying, independent appointments.

ACTIONS TAKEN TO DATE

List actions you've taken to date such as client and trial counsel communication, record correction, and augment motions.

APPEALABILITY ISSUES (IF ANY)

Explain any appealability issues, such as a nonappealable order or untimely notice of appeal.

ADVERSE CONSEQUENCES (IF ANY)

Discuss any adverse consequences, such as an unauthorized sentence.

ANALYSIS OF POTENTIAL ISSUES

Detail each potential issue you considered including procedural bars, standard of review, error, and prejudice, and conclusion.

ACTION PLAN

List the next steps you intend to take.