**SAMPLE LEGAL ASSISTANCE TRACKING GRID**

Client’s Name/ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **Dates the Assistance Was Provided** | **Name of Person/Position Who Provided the Service** | **Issue/****Need Addressed** | **Type of Assistance Provided** | **Was progress made to resolve issues** | **Notes on Progress Made** |
|  |   | (Create categories if appropriate) | (Create categories if appropriate) | -Yes; completely-Yes, but assistance is ongoing-No/Not Yet |  |
|  |  |  |  | -Yes; completely-Yes, but assistance is ongoing-No/Not Yet |  |
|  |  |  |  | -Yes; completely-Yes, but assistance is ongoing-No/Not Yet |  |
|  |  |  |  | -Yes; completely-Yes, but assistance is ongoing-No/Not Yet |  |
|  |  |  |  | -Yes; completely-Yes, but assistance is ongoing-No/Not Yet |  |
|  |  |  |  | -Yes; completely-Yes, but assistance is ongoing-No/Not Yet |  |
|  |  |  |  | Yes; completelyYes, but assistance is ongoing-No/Not Yet |  |