

ANS Case Approval Form

- 1) Date
- 2) Name of Case
- 3) Summary of Case and Recommendation
- 4) Filing Deadline
 - a) if emergency request, reasons
- 5) Parties
- 6) Forum
- 7) Names of Attorneys
 - a)
 - b) outside counsel
 - i) name
 - ii) address
 - iii) phone, email, other contact points
- 8) State of Case or Other Legal Action
 - a) facts
 - b) legal theories/causes of action
 - c) evidence to be relied upon
 - d) goals of litigation
- 9) Relief Requested
- 10) Campaign Supported (if any)
- 11) Cost
 - a) staff resources
 - b) fees and expenses
 - (i) fees
 - (ii) expenses
 - c) budget and fund availability
- 12) Projected Timetable

- 13) Political Concerns
- 14) View of Other Divisions and Offices
- 15) Prior Efforts to Resolve Controversy
- 16) Media Plans (if available)
- 17) Staff Recommendations
 - a) policy considerations
 - (i) pro
 - (ii) con
 - b) estimated staff hours
 - c) likelihood of achieving success
 - (i) how success is defined in the context of this litigation
- 18) Organizational Approvals
 - a) CEO
 - b) Board/Conservation Committee
- 19) Board Legal Review Committee Action
 - a) approve
 - b) disapprove
 - c) need more information (specify)
 - d) need to discuss
 - (i) with other legal review committee members
 - (ii) with full board
 - e) have conflict of interest and recuse self

Signature and Date

Appended Materials (if available)

- 1) Proposed complaint or intervention motion
 - a) if not attached, why
- 2) Relevant Agreements
 - a) cost sharing
 - b) retainer