

**I. Overview**

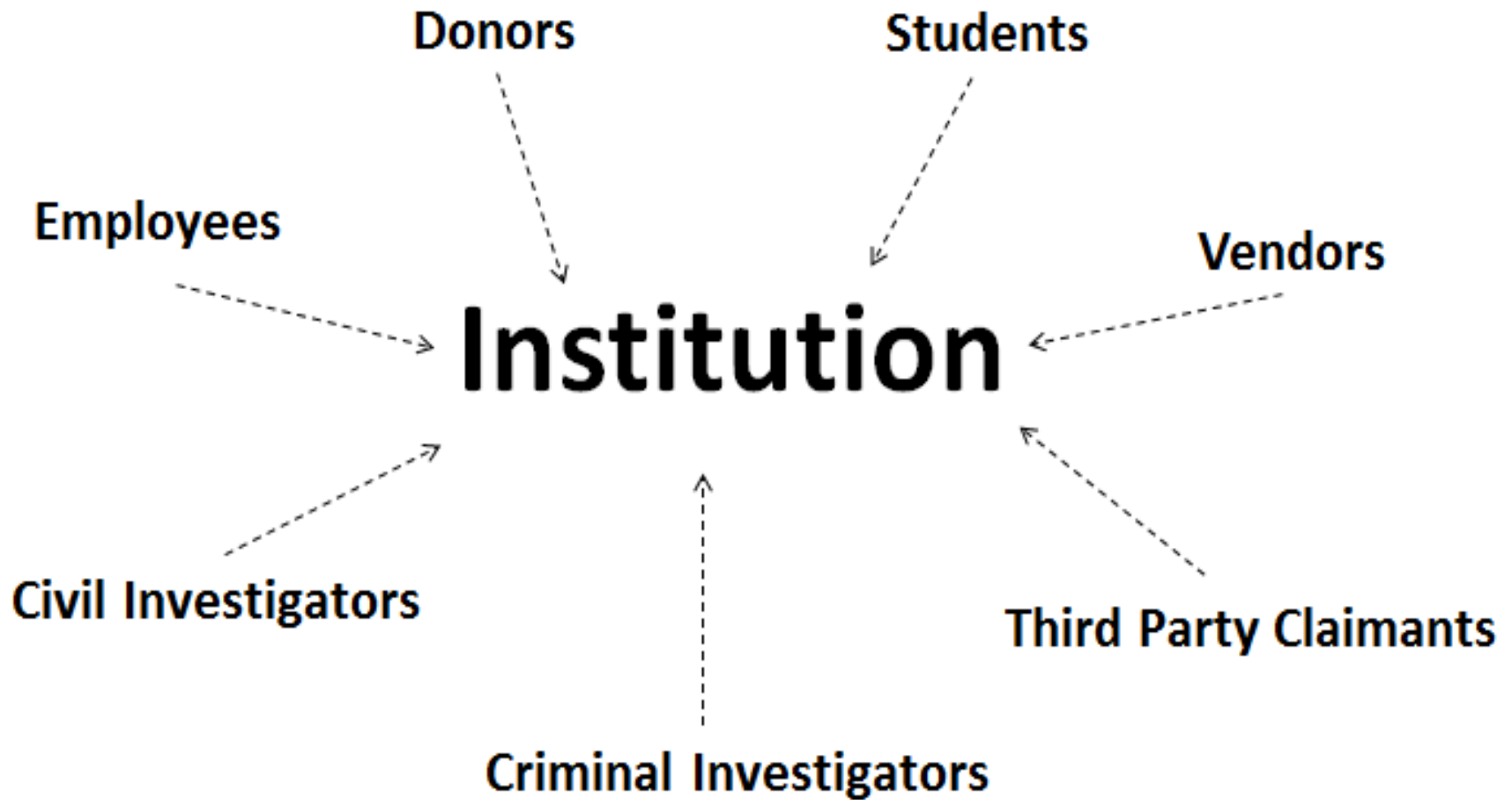
- a. General counsel/In-house counsel/Local counsel
- b. Engagement Letter
- c. Risk Assessment and Management
- d. Contract Drafting and Negotiations
- e. Acquisitions
- f. Financing and fund raising
- g. Tax and governance
- h. Immigration
- i. Litigation

**II. Investigations**

- a. Internal investigation
- b. Control Group
- c. Attorney-Client Privilege and Work Product
- d. Witness interviews
- e. *Upjohn* Warning
- f. E-mail discipline
- g. Discovery/E-Discovery
- h. Document preservation
- i. Voluntary Disclosure
- j. Civil/Criminal/Administrative
- k. State Attorney General
- l. United States Department of Justice/United States Attorney
- m. Federal Bureau of Investigation
- n. Grand jury Subpoena/Civil Investigative Demand
- o. Search Warrant
- p. Fifth Amendment
- q. Indictment
- r. Conviction

**III. Litigation/Employment**

- a. Pleadings/Complaint/Answer/Motion
- b. Demand
- c. Witness
- d. Expert
- e. Arbitration
- f. Mediation
- g. Trial
- h. Appeal
- i. Policy v. Practice
- j. Labor v. Employment
- k. Retaliation
- l. Protected Classes
- m. Adverse Employment Action
- n. Progressive Discipline
- o. Reasonable Accommodation
- p. Exhaustion of Administrative Remedies



# CIVIL LITIGATION FLOW CHART

