

**ATTORNEY EVALUATION FORM**

Attorneys should be evaluated in each category and be given both a rating and specific comments. A rating without specific comments is not a complete evaluation. Ratings are determined by comparing the work of the attorney being evaluated with a “model” attorney as described in the Attorney Job Description. Evaluators should refer to that description when completing this evaluation. For all other categories and attorneys if an individual attorney does not do work in a particular category please note that as follows: “no work performed in this area”. “Not applicable” or “N/A” is not an appropriate response as the Attorney Job Description makes all categories appropriate to all attorneys. Below is an area for totaling a composite rating and making general comments. Evaluators should feel free to use extra sheets to make additional comments.

- RATINGS**    5 = Outstanding  
                  4 = Good  
                  3 = Satisfactory to Meet Minimum Standards in Job Description  
                  2 = Needs Improvement  
                  1 = Unsatisfactory to Meet Job Description Standards

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**Evaluation of** \_\_\_\_\_ **Attorney Title or Unit** \_\_\_\_\_

**Date of Evaluation** \_\_\_\_\_ **Evaluator** \_\_\_\_\_

**Date of Last Case Review** \_\_\_\_\_ **Last Case Reviewer** \_\_\_\_\_

**Current # of Open & Active Cases by Type** \_\_\_\_\_

**Date of Last Evaluation** \_\_\_\_\_ **Last Evaluation Rating** \_\_\_\_\_

**EVALUATION RESULTS:**        **Total Rating** \_\_\_\_\_

# Given of Each Rating    5 \_\_\_\_ 4 \_\_\_\_ 3 \_\_\_\_ 2 \_\_\_\_ 1 \_\_\_\_ # Unrated \_\_\_\_\_

General Comments:

Signature of this evaluation verifies that the person being evaluated has read the evaluation and that the evaluator and the person being evaluated have met and discussed the results. The person being evaluated may submit to the Executive Director written responses to this case review.

**Evaluator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Person Being Evaluated** \_\_\_\_\_ **Date** \_\_\_\_\_

EVALUATION CATEGORY	RATING	COMMENTS
<b>LEGAL ADVOCACY</b>		
Knowledge in <b>substantive area(s)</b> and awareness of current developments.		
Familiarity with <b>forum</b> , including local practice rules, personality of decision makers, etc..		
Ability to <b>spot legal issues</b> in other areas for purposes of identification and referral.		
Ability to <b>conduct interviewing and counseling</b> sessions in an efficient and organized manner.		
Ability to quickly <b>identify the client's problem</b> then advise the client or develop initial theories, legally research issues in light of facts, and develop case strategy.		
Performs <b>legal research</b> in a thorough, organized and competent manner.		
Effectively uses a variety of <b>informal discovery</b> methods to secure information from witnesses and other sources.		
Effectively uses <b>formal discovery</b> .		
Ability to develop a <b>litigation plan</b> , including analysis of all elements of the proof of claim, presentation of evidence, and analysis of opponent's case.		

Ability to <b>outline options</b> to client to allow client to chose between possible strategies without imposing own values.		
Ability to <b>negotiate</b> effectively, from pre-planning by assessing both sides of the case to conducting the negotiation.		
Ability to <b>write briefs and pleadings</b> which are clear, grammatically correct, well-organized and persuasive.		
Ability to present <b>oral arguments</b> which are persuasive clear, logical and demonstrate commitment to the case.		
Ability to conduct <b>direct examination</b> in a clear, interesting and persuasive manner and avoiding evidentiary objections.		
Ability to <b>cross examine</b> witnesses within evidentiary rules and illicit information helpful to the case.		
Ability to react to <b>unexpected developments</b> and adjust litigation strategy during a hearing or trial.		
Ability to balance effective advocacy with <b>maintaining good working relationships</b> with judges, other adjudicators, agency personnel and opposing counsel.		

Participates in <b>group representation and/or community education</b> and does so effectively.		
Identifies issues in individual cases which <b>impacts</b> clients generally and pursues broader remedies.		
Ability to <b>manage caseload</b> effectively and extent to which carries <b>full caseload</b> in accordance with job description.		
Ability to work <b>independently and reliably</b> on legal work, including meeting deadlines and doing whatever is necessary to get the job done.		
Ability to act <b>decisively and show good judgment</b> in casework.		
Utilizes other <b>public interest agencies</b> , back-up centers and available legal resources.		
Ability to effectively <b>manage time</b> .		
Familiar with and practices law in accordance with the <b>Code of Professional Conduct</b> .		
<b>RELATIONSHIP WITH CLIENTS AND OTHERS</b>		
Ability to form and maintain good <b>relationships with clients</b> and to treat clients with dignity and respect.		

Maintains appropriate <b>communication with clients</b> by keeping them informed of case developments, returning calls, etc..		
Ability to deal appropriately with <b>difficult clients</b> .		
Ability to maintain good working <b>relationships with staff</b> sufficient to perform duties and responsibilities.		
Ability to remain <b>courteous and professional</b> with staff, Board members, and management, including resolving disputes in a professional manner.		
Ability to respond appropriately to <b>supervision</b> .		
<b>Attendance</b> in office generally.		
<b>Attendance</b> at unit, staff, task force, interagency, and bar association meetings.		
Ability and willingness to <b>assist</b> when requested in orientation and <b>training</b> or new or less experienced staff.		
Willingness to get involved with larger program needs and to <b>participate</b> in program committees.		
<b>Creativity, vision and motivation</b> in working with clients and others.		

<b>ADMINISTRATIVE DUTIES, ORGANIZATION &amp; PLA AND LSC POLICY COMPLIANCE</b>		
Complies with LSC and PLA daily <b>timekeeping</b> requirements.		
Ability to use computer and other PLA <b>technology</b> (word processing, e-mail, calendars, phone system, etc.).		
Ability to keep <b>neat and organized files</b> such that status of file is evident from content.		
Familiarity with <b>LSC restrictions</b> on practice (no prisoners, immigration status requirements, etc.).		
Maintains <b>files in compliance</b> with LSC requirements (statement of facts, retainer agreements, etc.).		
Makes appropriate and optimal use of <b>support staff</b> (secretaries and others) in order to maximize case handling time.		