



### RECOMMENDED FIRST STEPS IN YOUR SPECIAL EDUCATION CASE

- Please carefully review the introduction e-mail sent by your CLC mentor. This will have individualized recommendations for next steps in your case.
- Review the case records provided by CLC.
- Contact the client by phone to set up an initial meeting (in lieu of or in addition to sending a letter or email). (Keep in mind that you may need to call more than once. Sometimes clients' phones are unable to accept messages or are temporarily disconnected.) If you are unable to reach the client within two weeks, please let CLC know. We may be able to assist.
- During your first client meeting, we suggest that you ask the client about any recent developments in the case (e.g., correspondence from the school, upcoming school meetings or evaluations, etc.). Please also present the waiver we attached to your case placement email, so that you can submit a records request to ensure that you have all the relevant school records.
- As the case proceeds, [CLC's training resources](#) for pro bono attorneys and [mentors](#) can provide you any assistance you need.
- Please let a [CLC mentor](#) know if an appeal is filed by any party (including you). CLC may be available to assist with appellate strategy.
- Please notify CLC when your case closes by completing our short case closure form, available on CLC's pro bono page.