# Reformed Law Prof℠

# Starting Strong Series

# Episode 2: Mistake Management Resources

**Mistake Management Worksheet**

**When You Discover a Mistake, Use the CARE Framework:**

**C** - CATCH IT QUICKLY

**What happened?** (Be specific)

_____

**When did you discover it?**

_____

**Who else knows about it?**

_____

**A** - ASSESS THE SITUATION

**What are the exact consequences?**

- [ ] Missed deadline
- [ ] Incorrect filing
- [ ] Calculation error
- [ ] Procedural mistake
- [ ] Other: _____

**What are my options to fix it?**

1. _____
2. _____
3. _____

**What are my ethical obligations?**

- [ ] Does this affect client's interests or case outcome?
- [ ] Do I need to notify the client?
- [ ] Should I consult malpractice insurance?
- [ ] Do I need guidance from experienced lawyer?

## R - REPORT TO CLIENT

**My script for calling the client:** "I need to let you know about a mistake I made. [Specific description]. This means [honest consequences]. Here's what I'm doing to fix this: [action plan]."

**Date/time of client notification:** _____

**Client's response:** _____

## E - EXECUTE THE FIX

**Immediate actions taken:**

- [ ] Filed emergency motion
- [ ] Called opposing counsel
- [ ] Consulted with senior lawyer
- [ ] Contacted court clerk
- [ ] Other: _____

**Follow-up actions needed:**

- [ ] Monitor for response
- [ ] Update client on progress
- [ ] Document resolution
- [ ] Analyze what went wrong
- [ ] Build systems to prevent recurrence

## Emergency Contact Template

**Keep this information easily accessible:**

**Malpractice Insurance:** Company: _____ Policy Number: _____ 24-Hour Claims Number: _____ Online Portal: _____

**State Bar Ethics Hotline:** Number: _____ Hours: _____

**Mentor/Senior Attorney for Consultation:** Name: _____ Phone: _____ Email: _____

**Court Contacts:** Main Number: _____ Emergency Filing: _____ Clerk Email: _____

## Post-Mistake Analysis

**After resolving the mistake:**

**What caused this mistake?**

- [ ] Time pressure
- [ ] Lack of knowledge
- [ ] Poor organization
- [ ] Inadequate systems
- [ ] External factors
- [ ] Other: _____

**What system will I implement to prevent this?**

**What did I learn about my practice?**