

Logbook

Name: [REDACTED]

Membership no: [REDACTED]

Learning Outcome: 4.3

1. Competency: 4

2. Evidence provided:

- Pink management sheets and files front divider sheet
- Example of case in electronic format

- Page (174)

3. Outline how the evidence demonstrates you meet the outcome

All files must have mandatory pink sheets at the front of the file so that any person other than the fee-earner can ascertain the most important information pertaining to that file without having to search through hundreds of pages. Following each hearing or any changes occurring the file is updated and a checklist at the back page is constantly reviewed.

Each matter also exists in a electronic manner whereby all time recording and work carried out is recorded as per company policy.

4. Reflection and evaluation (what you learnt from the activity you undertook to meet the outcome). Note: you may want to complete this section at a later date once you have had time to reflect on your practice and experience.

From this particular activity i have learnt the importance of ensuring cases which are in a physical format are also created in an electronic one so that it can act as a back up should one of the recording systems fail.

5. Completion date:

31.07.2014

6. Signed (applicant)

[REDACTED]

Date:

04.08.2014

7. Signed (supervisor)

[REDACTED]

Date:

04.08.2014

1
CORRESPONDENCE AND ATTENDANCE NOTES

2

PROSECUTION STATEMENTS

3

PROSECUTION EXHIBITS

4

UNUSED MATERIAL

5

DEFENCE CASE STATEMENTS

6

INSTRUCTIONS

7

DEFENCE DOCUMENTS

8

ANTECEDENT RECORD

9

BRIEF TO COUNSEL / ADVICE

10

CHARGE SHEET / ADVANCED INFORMATION

11

REPRESENTATION ORDER

12

MAGISTRATES COURT FILE

File Name:

[REDACTED]

File Ref:

[REDACTED]

UFN:

[REDACTED]

**CROWN COURT
CASE MANAGEMENT FORMS**

TO BE RETAINED AT THE FRONT OF CORRESPONDENCE
FILE AT ALL TIMES

1. Client Information Sheet
2. Legal Aid Details
3. Court Details
4. Defence Counsel Details
5. Prosecution Contact Details
6. Bail/Custody Details
7. Record of Court Hearings
8. Key Dates
9. File Checklist

Solicitors

[REDACTED]

File Name: [REDACTED]

File Ref: [REDACTED]

UFN: [REDACTED]

Fee Earners: C [REDACTED]

File Opened: 10th March 2014

File Closed:

Conflict Check: Date 10.03.2014 clear not clear

Risk Assessment: Has the risk assessment completed at file opening changed:

No

This matter stays at the following risk level High Ordinary

CLIENT INFORMATION SHEET

Name: [REDACTED]

Address: HMP [REDACTED]

N.I. No: [REDACTED]

Date of Birth: [REDACTED]

Place of Birth: [REDACTED]

Tel. (Home): [REDACTED]

Tel. (Mobile): [REDACTED]

Tel. (Other): [REDACTED]

File Name:

[REDACTED]

File Ref:

[REDACTED]

UFN:

[REDACTED]

LEGAL AID

1. Date Application Submitted: 07.03.2014
2. Court where Application Submitted: [REDACTED] Magistrates Court
3. L A Rep Order Granted: - 07.03.2014
4. Date of Grant: 7th March 2014
5. Contribution: - N/A

6. If Y, Details:

7. L A Rep Order Extension Applied for:

DETAILS - date of application:

To which Court:

Granted: Y/N Date of grant:

Leading Counsel (QC): Y/N

2 Junior Counsels: Y/N

File Name:

[REDACTED]

File Ref:

[REDACTED]

UFN:

[REDACTED]

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