

Logbook

Name: [REDACTED]

Membership no: [REDACTED]

1. **Competency:** Progress matters expeditiously

Learning Outcome: 4.1C37

2. **Evidence provided:**

Court directions with deadlines

Letter to defendant solicitors enclosing statement in accordance with deadline

3. **Outline how the evidence demonstrates you meet the outcome**

This is a case where court proceedings have been issued and court directions have been laid down telling the parties when certain procedures must be complied with.

Attached is a set of court directions in this case and you will see that statements were due on 2nd April 2015. Attached is a letter to the defendant solicitors enclosing statements in accordance with this deadline.

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.

By completing this activity I was able to enhance my time management skills by meeting the deadline that had been laid down for me to adhere to by the court.

5. **Completion date:** 31.03.2015

6. **Signed (applicant)** [REDACTED]

Date: 31.03.2015

7. **Signed (supervisor)** [REDACTED]

Date: 2/9/15

**Notice of Allocation to
the Fast Track**

In the County Court at ██████████	
Claim Number	██████████
Date	5 February 2015



	1 st Claimant Ref ██████████
	1 st Defendant Ref ██████████

District Judge ██████████ has considered the statements of case and questionnaires filed, and allocated the claim to the fast track.

IT IS ORDERED THAT

- 1) The Claim is allocated to the Fast Track.
- 2) At all stages the parties must consider settling this litigation by any means of Alternative Dispute Resolution (including Mediation); any party not engaging in any such means proposed by another is to serve a witness statement giving reasons within 21 days of receipt of that proposal. That witness statement must not be shown to the trial judge until questions of costs arise.
- 3) Disclosure of documents will be dealt with as follows:
 - a) By 4pm on 5th March 2015 both parties must give to each other standard disclosure of documents by list.
 - b) By 4pm on 19th March 2015 any request must be made to inspect the original of, or to provide a copy of, a disclosable document.
 - c) Any such request unless objected to must be complied with within seven days of the request.
 - d) A request for disclosure of medical records may be complied with by disclosure of those records, or provision of a signed authority for the requesting party to obtain them.
- 4) Evidence of fact will be dealt with as follows:
 - a) By 4pm on 2nd April 2015 both parties must serve on each other copies of the signed statements of themselves and of all witnesses on whom they intend to rely and all notices relating to evidence, including Civil Evidence Act notices.
 - b) Oral evidence will not be permitted at trial from a witness whose statement has not been served in accordance with this order or has been served late, except with permission from the Court.
 - c) If a witness is unable to read the statement in the form produced to the court, the statement must include a certificate that it has been read or interpreted to the witness by a suitably qualified person. If a witness who has made a statement is to give evidence or be cross-examined and is unable to do so in spoken English (or Welsh if

Notes:

- You and the other party, or parties, may agree to extend the time periods given in the directions **except**
 - where a rule, practice direction or court order requires a party to comply with a direction within a specified time and specifies the consequences of failing to comply;
 - where an extension of time will affect the date given for returning the pre-trial checklist or the date of the trial or trial period
- If you do not comply with these directions, any other party to the claim will be entitled to apply to the court for an order that your statement of case (claim or defence) be struck out.
- Leaflets explaining more about what happens when your case is allocated to the fast track are available from the court office, or online at www.hmccourts-service.gov.uk/cms/infoabout.htm.

The court office at the County Court at ██████████ The Law Courts, ██████████ open between 10:00 am and 2:00 pm Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the claim number. Tel: ██████████

the hearing is in Wales), the party relying on that witness must ensure that a suitable independent interpreter is available.

- 5) The Claimant has permission to rely on the written expert evidence annexed to the Particulars of Claim. Defendant may raise written questions of the expert by 4pm on 5th March 2015 which must be answered by 4pm on 2nd April 2015. No other permission is given for expert evidence.
- 6) Schedules of Loss must be updated as follows:
 - a) By 4pm on 30th April 2015 the Claimant must send an up to date schedule of loss to the Defendant with copies of all documents relied on in support of the schedule which have not been disclosed previously.
 - b) By 4pm on 14th May 2015 the Defendant, in the event of challenge, must send an up to date counter-schedule of loss to the Claimant with copies of all documents relied on in support of the counter-schedule which have not been disclosed previously.
 - c) Any element of a schedule not challenged by way of counter-schedule shall be deemed admitted.
- 7) The trial will be listed as follows:
 - a) By 4pm on 28th May 2015 pre-trial check lists must be sent to the court.
 - b) The trial window is between 13th July 2015 and 31st July 2015 inclusive.
 - c) The estimated length of trial is one day.
- 8) Not more than seven nor less than three clear days before the trial, the Claimant must file at court and serve an indexed and paginated bundle of documents which complies with the requirements of Rule 39.5 Civil Procedure Rules and Practice Direction 39A. The parties must endeavour to agree the contents of the bundle before it is filed. The bundle will include a case summary and a chronology.
- 9) Because this Order has been made without a hearing, the parties have the right to apply to have the order set aside, varied or stayed. A party making such an application must send or deliver the application to the court (together with any appropriate fee) to arrive within seven days of service of this Order.

Dated 2nd February 2015

[REDACTED]

FIRST CLASS

[REDACTED]

31st March 2015

Our Ref: [REDACTED]
Your Ref: [REDACTED]
Always quote our [REDACTED]

Email: [REDACTED]
Direct Dial: [REDACTED]

Dear Sirs,

Our Client:
Your Client:
Vehicle Reg.:
Incident Date: 24th September 2013

By way of service please find enclosed the following statements in accordance with the court directions:

1. Statement of
2. Statement of.

Please note the statements have been placed inside a sealed envelope and is not to be opened until you have served a copy of your statements.

Yours faithfully

[REDACTED]

[REDACTED]