**Block 1, Assessment 1, Part 2: Case Note**

|  |  |
| --- | --- |
| **Student Name** |  |

**Instructions**

Write the client’s case note from the notes you made during the client interview in Part 1. The case note must be complete and accurate.

Use the **Case Note template** to guide your work.

**Case Note template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date |  | Time Start |  | Time End |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Matter |  | Matter No. |  |

|  |  |
| --- | --- |
| Type of meeting (e.g. Phone, Face to Face, Video Conference) |  |

|  |  |
| --- | --- |
| Location |  |

|  |  |
| --- | --- |
| Author |  |

|  |  |
| --- | --- |
| Attendees |  |

*Enter text in the box below. The box will expand as you type.*

Details of client

|  |
| --- |
|  |

Details of charges, bail conditions, court dates, etc.

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| --- |
|  |

Summary of client’s version

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| --- |
|  |

Any other issues (e.g. parental orders, conflict issues, etc.)

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|  |

Referrals

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|  |