**Block 1, Assessment 1, Part 3: Report to the Solicitor**

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| **Student Name** |  |

**Instructions**

Conduct legal research to clarify the client’s issues and write a **one (1)** page report to the solicitor. As some of the issues are complex, your report will also seek advice from the solicitor.

Use the **Report to the Solicitor template** to guide your work.

In your report:

* Clearly identify the client
* Clearly outline the legal issue
* Suggest the options available to the client
* Include sources of legal research (e.g. *Bail Act 2013* (NSW) , *Crimes Act 1900* (NSW), *Legal Profession Uniform Law Australian Solicitors’ Conduct Rules 2015* (NSW) etc.)
* Seek advice from the solicitor on the options
* Use polite, courteous and business-like text.

**Report to the Solicitor template**

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| Date |       |

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

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

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| --- | --- |
| Location |       |

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| Author |       |

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| Attendees |       |

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

Clearly identify the client.

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| --- |
| Name:DOB:Address:Phone:Email: |

Clearly outline the legal issue.

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| 1. Example: Client charged with Common Assault under s 61 *Crimes Act 1900* (NSW)2.3.4. *(Add more as necessary)* |

Suggest the options available to the client.

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| 1. Example: Enrolment in Drug and Alcohol program2.3.4.*(Add more as necessary)* |

Include sources of legal research.

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| 1. Example: *Crimes Act 1900* (NSW)2.3.*(Add more as necessary)* |

Seek advice from the solicitor on the options.

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| 1. Example: Guilty / Not Guilty plea?2.3.4.*(Add more as necessary)* |