**Assessment 1: Complete a Bail Application**

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

**Instructions**

**Part 1**

Using the **File Note Template**, detail the (imaginary) client interview you undertook with Chris Wallace and what you told him (refer to the *Case Study Mr Wallace).* Ensure you include the points below.

Please respond to each point below in approximately **4-5 lines** each.

Detail how you:

* Explained your role as a legal advocate, telling him your role and responsibilities.
* Explained to him the importance of taking detailed instructions.
* Explained to the client of the charge, the penalty and take instructions with regards to his story and what his plea is likely to be.
* Explained to client that because of his ABI if he pleads guilty, he may be eligible for a diversion order that would keep him out of jail and put him into a treatment program.
* Notes of any witnesses who you should contact to support his case and obtain authority to take statements from those witnesses.
* Asked about your client’s welfare (e.g. medical issues) and note to follow up any issues which arise.
* Asked your client if there is anyone that he would like you to make contact with (e.g. character references, witnesses, etc.) and obtain his authority to speak to those people about his matter and situation.
* Assessed any issues such as drug and alcohol dependence, mental health or other issues and make appropriate referrals.

**File Note Template**

Client Name:

|  |
| --- |
|  |

Staff Name:

|  |
| --- |
|  |

Matter:

|  |
| --- |
|  |

Date:

|  |
| --- |
|  |

Duration of Appointment

Time Start:

|  |
| --- |
|  |

Finish Time:

|  |
| --- |
|  |

Location:

|  |
| --- |
|  |

Attendees:

|  |
| --- |
|  |

Tick when completed:

🞏 Conflict of interest (yes/no) noted below.

🞏 Next steps/follow up noted at end of file note below.

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

Explained your role as a legal advocate, telling him your role and responsibilities.

|  |
| --- |
|  |

Explained to him the importance of taking detailed instructions.

|  |
| --- |
|  |

Explained to the client of the charge, the penalty and take instructions with regards to his story and what his plea is likely to be.

|  |
| --- |
|  |

Explained to client that because of his ABI if he pleads guilty, he may be eligible for a diversion order that would keep him out of jail and put him into a treatment program.

|  |
| --- |
|  |

Notes of any witnesses who you should contact to support his case and obtain authority to take statements from those witnesses.

|  |
| --- |
|  |

Asked about your client’s welfare (e.g. medical issues) and note to follow up any issues which arise.

|  |
| --- |
|  |

Asked your client if there is anyone that he would like you to make contact with (e.g. character references, witnesses, etc) and obtain his authority to speak to those people about his matter and situation.

|  |
| --- |
|  |

Assessed any issues such as drug and alcohol dependence, mental health or other issues and make appropriate referrals.

|  |
| --- |
|  |