**Assessment 2: File Note #1**

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

**Instructions**

**Instructions**

Using the notes from your interview with Mr Hollingsworth (the role-play), you must prepare a comprehensive file note for the solicitor, Mr Jenkins (*at least 1 page*), using the **File Note Template.** In this file note you must include the following information:

* All important details obtained during your interview about Mr Hollingsworth’s charge/s and current circumstances;
* How you ensured you were complying with your duty of care owed to Mr Hollingsworth;
* The advice you recommend Mr Jenkins to give Mr Hollingsworth about:
	+ the options he has when pleading to the charge/s; and
	+ what the court processes are that would follow in each instance;
* What economic, social and cultural factors exist that could influence the penalty Mr Hollingsworth might receive;
* How you would determine whether Mr Hollingsworth’s case is to be retained by XYZ Legal; and
* If XYZ Legal could not retain Mr Hollingsworth’s matter, where else might you refer him so he can access assistance?

**File Note Template #1**

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.*

All important details obtained during your interview about Mr Hollingsworth’s charge/s and current circumstances.

|  |
| --- |
|  |

How you ensured you were complying with your duty of care owed to Mr Hollingsworth.

|  |
| --- |
|  |

The advice you recommend Mr Jenkins to give Mr Hollingsworth about:

* + the options he has when pleading to the charge/s; and
	+ what the court processes are that would follow in each instance.

|  |
| --- |
|  |

What economic, social and cultural factors exist that could influence the penalty Mr Hollingsworth might receive.

|  |
| --- |
|  |

How you would determine whether Mr Hollingsworth’s case is to be retained by XYZ Legal.

|  |
| --- |
|  |

If XYZ Legal could not retain Mr Hollingsworth’s matter, where else might you refer him so he can access assistance?

|  |
| --- |
|  |