**Assessment 2: File Note #2**

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| **Student Name** |  |

**Instructions**

**Part 3**

It’s now 3 months after you initially met with Mr Hollingsworth. Mr Hollingsworth decided to plead *Guilty.*

Ahead of the plea hearing you were asked by the solicitor Mr Jenkins to meet with Mr Hollingsworth to discuss his matter further. From this meeting, Mr Jenkins wants you to prepare notes to assist him in conducting Mr Hollingsworth’s plea-in-mitigation.

During your interview with Mr Hollingsworth, he provides you with the following additional information:

* He’s a mentor for young Aboriginal boys in Wilcannia who end up in trouble with the police. He takes them out bush, teaching them about culture and the land. Mr Hollingsworth was also responsible for starting up a successful initiative in his community to reduce the incidence of drug use by young people.
* He’s the sole carer for his 4 younger siblings, having lost both his mother and father in recent years.
* He plans on starting up his own not-for-profit organisation within the next few years. The organisation would focus on using sport, music and art as mediums to steer young Aboriginal and Torres Strait Islander kids away from drugs, alcohol and crime. He’s just waiting on building up sufficient savings to start the organisation.
* He is deeply ashamed by the charges he’s currently facing. He feels like he’s let everyone down, his family, his friends, his community and the children he works with. He promises he will never make this mistake again.
* He’s likely to lose his job at Wilcannia Central School as a result of these charges.
* Each year he returns to Glenhaven Drug and Alcohol Centre to give a talk to current patients and staff as part of the rehab centre’s annual ‘Inspiration through Success’ community event.
* He has coached the Wilcannia Wolves Under 9’s footy side for the last 3 years. The Wolves won the premiership last year.
* He’s started attending weekly alcoholics anonymous meetings.
* His wife is 9 months pregnant.

Using the information that Mr Hollingsworth provided during the interview, Mr Jenkins wants you to prepare a further file-note setting out the following information.

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

* How you explained the purpose and format of the interview to the client at the beginning of the interview.
* What communication techniques you used to determine how much Mr Hollingsworth understood of his circumstances.
* What you told Mr Hollingsworth about court room procedures and/or court room etiquette.
* How you explained the:
* Plea in mitigation process; and
* sentencing process to Mr Hollingsworth.
* What you consider to be the **three (3)** most important bits of information gathered from the client that will be relevant to his plea-in-mitigation.
* What you told Mr Hollingsworth his rights of appeal will be after the sentence is delivered and how you explained what a ‘Parker Warning’ is.
* Where you recommend Mr Jenkins to go in order to obtain sentencing results that have been handed down in other proceedings with a similar set of facts.

**File Note Template #2**

Client Name:

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Staff Name:

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Matter:

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Date:

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Duration of Appointment

Time Start:

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Finish Time:

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Location:

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Attendees:

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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.*

How you explained the purpose and format of the interview to the client at the beginning of the interview.

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What communication techniques you used to determine how much Mr Hollingsworth understood of his circumstances.

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What you told Mr Hollingsworth about court room procedures and/or court room etiquette.

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How you explained the:

* Plea in mitigation process; and
* sentencing process to Mr Hollingsworth.

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What you consider to be the **three (3)** most important bits of information gathered from the client that will be relevant to his plea-in-mitigation.

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What you told Mr Hollingsworth his rights of appeal will be after the sentence is delivered and how you explained what a ‘Parker Warning’ is.

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Where you recommend Mr Jenkins to go in order to obtain sentencing results that have been handed down in other proceedings with a similar set of facts.

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