**Assessment 2: Letter to Client**

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| **Student Name** |  |

**Instructions**

**Part 5**

Justice Kenyon has finished handing down Mr Hollingsworth’s sentence. You are quite busy that day assisting Mr Jenkins with other clients. When you finally get back to the office, you find a voicemail message has been left from Mr Hollingsworth. He sounds relieved but confused as he doesn’t understand what was said by the magistrate.

* + - 1. Mr Hollingsworth wants to know:

1. The outcome of his sentencing proceedings.
2. What other possible sentences he could have received.
3. Any rights of appeal he may have under s11 of the Crimes (Appeal and Review) Act 2001 (NSW) and any time limitations on exercising such a right should it exist.
4. What practices does your organisation have to protect the confidentiality of Mr Hollingsworth’s information now that the proceedings are finished?
   * + 1. Although Mr Hollingsworth has a copy of the criminal history report that was submitted to the Magistrate during sentence, from his voicemail he is clearly unable make sense of it. You search through his file and find a copy of the same report.

Provide a summary in your own words of what Mr Hollingsworth’s criminal history report says and whether this means he has a criminal record or not (remember Mr Hollingsworth could not understand the original report possibly due to its wording and/or layout so do not simply copy it).

Using the **Letter to Client Template**, and the notes taking in the local court, draft a letter to Mr Hollingsworth addressing the above questions.

**Letter to Client Template**

[insert date]

[insert name]

[insert address]

Dear [insert client name],

RE: [next appointment/next court date/your query…]

I am writing to reply to your court matter listed at …………….. on ……………….and your voicemail message of the same day.

In response to your questions please see the following:

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| --- |
| Outcome of sentencing proceedings: |
| Other possible sentences |
| Any rights of appeal you may have under s11 of the Crimes (Appeal and Review) Act 2001 (NSW) and any time limitations on exercising such a right should it exist. |
| XYZ Legal duty to protect the confidentiality of your information now that the proceedings are finished.  Explanation of your Criminal History report |
| Any other information |

If you would like us to provide legal advice about your case or representation in court, then please call us on 9898 9999 to make an appointment with a lawyer.

We would like to confirm your upcoming appointment with Solicitor, [insert name] on [insert date]

Thank you

Kind Regards,

[Your name]

*Legal Advocate*

*XYZ Legal*