

ANNEX 3: Logbook Sheet

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2. Evidence provided:		Page in Portfolio	
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Managing Litigation Work – File Handling (2 of 2)

Plan and prioritise a workload and manage files and tasks concurrently, efficiently, making the best use of available resources, exercise good judgment, be realistic (as to the client's or service user's expectations, proportionality, time or available funds) and seek support when necessary.

I currently have conduct of 46 active clinical negligence cases for which I am solely responsible. I have evidenced my 'to do list' which sets out my day to day running of my files. This enables me to manage my case load in an efficient way. The diary entries are also realistic in that I do not list a task within the next week for a response from an expert if I know that they will be away. I can therefore diarise according to the likely availability in dealing with a request. I am able to seek support from a paralegal in my team if required and I often delegate administrative tasks to the team secretary to assist me in progressing my caseload.

Able to deal with a diverse range of client issues presenting a range of civil disputes

You can see from my 'to do list' what step I must consider, whether that be awaiting a response from an expert or instructions from my client to drafting court documents and awaiting comments from a witness. Also, this way of working prompts me to chase any outstanding issues on matters.

Deal with matters without causing delay

I have previously evidenced that I am able to deal with matters without delay at pages 92 – 96. I received the referral form from my client and was able to acknowledge and provide my initial advice on the same day.

Manage financial transactions on the file correctly and appropriately.

Within our Database system, there is specific costs page which allows me to enter information and keep it updated. There is a section for client costs and Claimant costs. I am able to enter disbursements, whether interim payments have been made, the funding agreement between the Claimant and the solicitor and estimate costs as the case progresses. In the evidence I have provided at page 121 demonstrates the many entries within one matter that can easily be reviewed.

Exercised and applied appropriate case analysis, critical judgment and evaluation through a thorough risk assessment and identified the issues arising and applied the correct law and procedures to a matter.

I have demonstrated in my letter to the claimant solicitors (page 122-123) regarding limitation that I am able to apply appropriate case analysis of the limitation position and calculation relating to the Redress Process within my client's regulations. I have risk assessed the position relating to agreeing a limitation extension and advised that it is unlikely that my client would have a defence in this regard. In calculating limitation I have also applied the appropriate law of the Limitation Act 1980 in addition to my client's internal NHS (Concerns, Complaints and Redress Arrangements) (Wales) Regulations 2011.

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