

SKILLS LOGBOOK

Name [REDACTED]

Skills Element	Learning Outcome
Managing Litigation Work	Legal Writing and Drafting
Evidence Provided: <ul style="list-style-type: none"> • Letter to client dated 1 October 2021 • Letter to CPS dated 5 July 2021 • Letter to [REDACTED] Magistrates Court 21 July 2023 • Email to CPS dated 13 January 2023 • Article for [REDACTED] r [REDACTED] 	Page in Portfolio <ul style="list-style-type: none"> 542 548 551 553 555
<p>How does this meet the outcome?</p> <p>I consider that my written work meets a very high standard – the principles of correct spelling, grammar and structure are very important to me.</p> <p>Letter to client dated 1 October 2021</p> <p>This was a letter of advice to a client with limited reading skills and with a basic command of written English. Within the letter, I have tailored my use of English accordingly and have used more simple terminology than I might in other circumstances. Throughout the letter I have also provided explanations, for example when discussing the court’s assessment of the credibility of a witness” I explained this as “how guilty or blameworthy someone is.</p> <p>Similar explanations provided for terms such as “culpability” and “totality”</p> <p>The letter is straightforward with correct spelling, punctuation and syntax.</p> <p>Letter to CPS [REDACTED] dated 5 July 2021</p> <p>The letter to the CPS demonstrates good structure, along with all the other requisite standards of good writing, setting out the circumstances of the index incident and procedural position first before referencing the law and then advancing submissions, citing the relevant case law. Having stated my client’s position, the letter closes with an invitation to the CPS to review the matter.</p>	

This was a departure from my typical work in defending drivers under investigation or prosecution as and evidences the required skills and technical knowledge to be able to communicate effectively with all parties in the justice process.

Letter to [REDACTED] Magistrates Court 21 July 2023

I wrote to the court to request that the court make a direction to the Prosecuting Authority to confirm their position regarding the defendant's basis of plea so that substantive proceedings could take place at the next hearing. I set out the chronology of proceedings and communications to date and the prosecuting authority's failure to advance matters. The court responded to the letter by making a direction to the police prosecution team and the case was able to progress.

Email to CPS dated 13 January 2023

Where there is urgency and a need for something to be dealt with promptly I will always send my correspondence by email, marked "urgent" and sent with "high importance".

In this example, we were instructed by the client late Thursday afternoon 12 January 2023. It became apparent in that meeting that a hearing listed on [REDACTED] was in fact a trial hearing. We sought to apply to vacate the hearing and in the first instance canvassed the reviewing lawyer at the CPS to check whether there was any objection to this application. There were other further matters to be dealt with urgently, including disclosure, and thus email was the correct method of communication.

Article for [REDACTED]

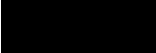

I was asked to prepare an article on the relatively new offence of causing serious injury by careless driving. In preparing the article I was mindful of the target audience (driving instructors) and adapted the content accordingly from the perspective of advancing road safety behaviour.

Opportunity for further development, (if any)

I am always looking to perfect my writing and vocabulary and so this is a constant work in progress! The Thesaurus is usually by my side – I recognize that my vocabulary has space to broaden.

Completion date:

[REDACTED]

Signed (applicant) 	Date: 
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