

WBL Logbook Sheet Template

Learning Outcome and example number e.g. 1.1(1), 1.2(2), 1.2(1) 1.2(2) etc.	Page numbers from portfolio
2.1(1)	54
Evidence provided and date of evidence e.g. Letter to client dated 01.01.2020 Telephone attendance note dated 01.01.2020	
Telephone Attendance Note dated 13 January 2021	
Explain how the example meets the learning Outcome and how the evidence shows this	
<p>Method of communication used: Telephone</p> <p>Why was this the most effective method of communication: I had been instructed by my client to apply for a N39 appointment for a debtor to attend Court to answer questions as to the debtor's means to pay a Judgment Debt owing to my client.</p> <p>This matter had been a very long and protracted claim leading up to this point in which the debtor had made numerous applications for adjournments and filed numerous applications to set aside judgment or to appeal orders.</p> <p>On 13 January 2021, the N39 appointment had been listed and I had booked an external advocate to attend Court to ensure that the questioning was carried out effectively and also to seek a suspended committal order in the event that the debtor did not attend.</p> <p>On the morning of the N39 appointment I received an email from the Court to advise that the debtor had again requested an adjournment and that the matter had been referred to a Judge for consideration. My advocate was still booked to attend and given the COVID restrictions at the time I needed to urgently contact the Court to establish the outcome of the referral to a Judge and to clarify whether my advocate could or should still attend Court.</p> <p>Given the timescales and the urgency involved, I determined that the most suitable method by which to communicate with the Court was to telephone, as this would ensure that my query would be dealt with immediately, instead of sending an email which may not have been picked up.</p> <p>I therefore had several very productive phone calls with the Court in order to obtain timely updates and progress the matter appropriately.</p>	
Reflection and evaluation	
Describe what you learnt from the activity you undertook to meet the Learning Outcome. You may want to complete this section at a later date once you have had time to reflect on your practice and experience.	

[Redacted]	
[Redacted]	
[Redacted]	
[Redacted]	
[Redacted]	
[Redacted]	
[Redacted]	
[Redacted]	
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

[Redacted]



Telephone attendance

Client: [REDACTED]

Matter: [REDACTED]

Matter no: [REDACTED]

Attending:

Name: [REDACTED]

Location:

Date: 13 January 2021

Start time:

Units:

[REDACTED] call to County Court at [REDACTED] [REDACTED].

Selecting option 1 for civil family Court. No answer

Trying [REDACTED] instead. Speaking to [REDACTED] (C) who says she has no update. [REDACTED] asking what her advocate should do, as he is due to leave to attend Court and with COVID he doesn't want to do that if it is adjourned – we need to know really.

C stating that she doesn't think it will go ahead today but she can't make that decision. [REDACTED] has put it in as a complaint so it needs to be dealt with by a DJ but these appointments simply cannot be done by telephone.

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C calling back – no one has been able to deal with it yet – the Defendants are filling in the form and going over them at the counter – they aren't being carried out in a room (change of process to be aware of).

If the Judge says she should have attended then it will go up to a Circuit Judge for a suspended committal order (this is taking longer due to COVID and most judges being at home)

Be pointless for advocate to attend. It will automatically be referred for a suspended committal order if Judge deems that she should have attended.

C will call back with outcome.

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C calling back.

[REDACTED] has 7 days to provide medical evidence (file and serve) for Court to then consider request for appointment to be dealt with remotely . C doesn't know how it can be dealt with remotely as it is as 12 page form to be completed and then [REDACTED] would need to swear an oath which can't be done remotely. NB – court not currently taking copies of docs due to COVID they are just noting down what they see.

C will try and get order drawn out and emailed to [REDACTED] today so 7 days starts today.

[REDACTED]