

Log Book

Name: [REDACTED]

Membership no: [REDACTED]

1. Competency : 3	Learning Outcome: 3.1
2. Evidence Provided: Two Telephone Attendance Notes	
3. Outline how the evidence demonstrates you meet the outcome Identify the client's position: The client had been issued with a claim form and particulars of claim. He did not respond in the requisite time and the other side entered Judgment against his business. I had to settle the matter and ask the Court for a Certificate of Satisfaction within 7 days of from speaking to my client. Demonstrate understanding of the position: With CCJs if they are paid within 1 month of them being entered into and the Court has been advised of this within this time frame, then the CCJ is removed and all traces of it are extinct. Evidence confirmation of identification and confirmation of the issues: The telephone attendance note indicates that I understood the pressing nature of arranging settlement and obtaining a Certificate of Satisfaction within a set timescale.	
4. Reflection and Evaluation I recognise the importance of understanding the client's position in order to be able to represent his position.	
5. Completion Date: 7 August 2013	
6. Signed (applicant) [REDACTED]	Date: 25/11/13.
7. Signed (supervisor) [REDACTED]	Date: 25/11/2013.

[REDACTED]

SOLICITORS

TELEPHONE ATTENDANCE NOTE

Client: [REDACTED]
Date: 5 August 2013
Client No: [REDACTED]
Matter: [REDACTED]

LW receiving a call from the client. [REDACTED] advised that he was in receipt of a CCJ and did not know what to do with it. I asked him if he had received the claim form and particulars of claim. He advised that he had but was not sure what he had done with them. I asked for the date of the CCJ, he confirmed it was 17th July 2013. He asked how he could "get rid of it".

I asked [REDACTED] whether he believed he had any grounds to defend the claim. He said that he had issues but was not sure exactly what they were. I advised him that he had two options, we could either speak with the other side and see if they will consent to the CCJ being set aside, or because this was a relatively small amount, he could pay the amount owed and he would then receive a Certificate of Cancellation.

LW advising that if we were to pay the outstanding sum, it would need to be done within the next couple of weeks, as if we pay the debt within four weeks of receiving the CCJ, he would receive a Certificate of Cancellation rather than a Certificate of Satisfaction removing the CCJ in its entirety with no footprint and thus would stay on the register for the next six years, potentially causing his company huge credit problems.

[REDACTED] asked for me to first speak with the other side's solicitors and see if we could settle the matter. I confirmed I would speak to them today. [REDACTED] advised he is away for the next couple of days but would call the office on 7th August 2013 at 11am for an update.

Time engaged 18 mins.

LW telephoning the other side's solicitors. Spoke with [REDACTED] I asked [REDACTED] whether he would be prepared to set aside the CCJ so our client may defend this matter. David advised me that this was absolutely out of the question and that as far as he was concerned our client received all the paperwork in good time and thus had enough time to respond should he have chosen to.

Time engaged: 6 mins

LW telephoning client. Advised him of my conversation with [REDACTED] I explained that we could file an application with the Court to set aside Judgment but that we would need to send them a draft Defence showing what [REDACTED] would of said had he filed a defence within the given time limit. I explained that I was not convinced that this Defence would have any real prospect of success and that in the circumstances I thought given the low sum it may be in the company's interest to pay the CCJ in full to eliminate the chance of their being any footprint. Obviously we are aware that the Courts are in arrears at the moment and we cannot guarantee when a hearing would take place and/or whether the Court will allow

such an Application and with time being of the essence I suggested the sum be paid. [REDACTED] confirmed he would like us to settle the case for him and would be in touch on 7th August 2013.

Time engaged: 12 mins

[REDACTED]

SOLICITORS

TELEPHONE ATTENDANCE NOTE

Client: [REDACTED]

Date: 7 August 2013

Client No: [REDACTED]

Matter: [REDACTED]

LW attending client.

LW advising client that she had reached settlement with the Claimant's solicitors in the sum of £855.99.

LW informing client that it is crucial that we pay this sum by the end of this week to ensure the removal of the CCJ. LW explaining that if a CCJ is paid off within 30 days then it does not leave a negative trace on that person's credit history and it is to a certain extent as if it never existed. If it does go over this time however then it will show up on the register for the next 6 years, albeit as paid, but that it could affect the future borrowings of the company.

LW advising the client that he should get the money to us asap so that LW can forward the same to the Court and obtain a Certificate of Satisfaction showing the amount owed under the CCJ has been paid.

Engaged 12 minutes