

## WBL Logbook Sheet Template

Competency e.g. 1	Learning Outcome e.g. 1.1	Example Number
4	4.1	1
<b>Evidence provided</b> e.g. letter to client dated 01.01.2017, Telephone attendance note dated 01.01.2017		
<p>E-mail to the Court dated 24 May 2021 Telephone attendance note to the Court dated 2 June 2021 E-mail to the Court dated 2 June 2021</p>		
<b>Explain how the example meets the learning Outcome and how the evidence shows this</b>		
<p>Demonstrate dealing with your work load without causing or allowing any unnecessary delay to the progress of the legal matter:</p> <p>A trial had been listed for hearing on 10 June 2021 in respect of my client's application for a Bankruptcy Restriction Order. However, the respondent had agreed to provide an undertaking and as a result, the parties mutually agreed a consent order to withdraw / discontinue my client's application and vacate the trial date.</p> <p>On 24 May 2021, I filed a Consent Order with the Court together with a Notice of Discontinuance and asked that the same be placed before a Judge for consideration and to vacate the trial date. However, on 2 June 2021 I had not received any contact from the Court and/or confirmation that the trial date had been removed from the list.</p> <p>On 2 June 2021 I telephoned the Court to obtain an update and expressed the urgency due to the impending trial date. I was advised by the Court's centralised unit that they did not have us on record as acting for any party in the matter and as such they could not discuss the matter further with me. I was also advised to e-mail a copy of our Notice of Acting to the Court but, that it could take 14 days for them to respond / deal with the e-mail (which would take us past the date for the trial).</p> <p>Given the urgent nature of this matter. In particular, the need to vacate the trial to avoid the parties attendance at Court, I e-mailed the Court a further copy of our Notice of Acting and asked that they update their records and confirm as a matter of urgency if the parties' consent order had been approved and the trial vacated.</p> <p>4.1 Example 1 - Logsheets</p>		
<b>Reflection and evaluation</b> 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.		
<p>I had to recognise my work load and deal with this matter quickly and efficiently due to the parties agreeing by consent to withdraw the application there was an urgent need to vacate the trial date and, because the Court's records were not updated I had to file a further Notice of Acting which was unlikely to be picked up prior to the trial date.</p> <p>I therefore learnt that I have to adapt my approach in urgent situations.</p>		

<b>Date work completed: (i.e. evidence date)</b>	02/06/21 <sup>rk</sup>	<b>Date</b>
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[REDACTED]

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**From:**  
**Sent:**  
[REDACTED]  
**Cc:**  
**Subject:**  
**Attachments:**

[REDACTED]

Dear Sirs,

We write further to the above matter and to our e-mail filing the parties' consent order with Court.

Please note find attached Notice of Discontinuance for placing on the Court file.

Yours faithfully

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 24 May 2021 14:06  
**To:** [REDACTED]  
**Subject:** [REDACTED]

Dear Sirs,

We write further to the above matter and, subject to the Court's approval, enclose Consent Order duly signed by the parties.

We should be grateful if the same could be placed before Judge at your earliest convenience for consideration / approval.

**Please debit the Court fee using our [REDACTED]**

We look forward to receiving the sealed order in due course.

Kind regards

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** [REDACTED]

Dear Sirs,

We write further to the above matter and to the hearing which is listed for 10 June 2021.

We write to advise the Court [REDACTED] has signed a Bankruptcy Restriction Undertaking.

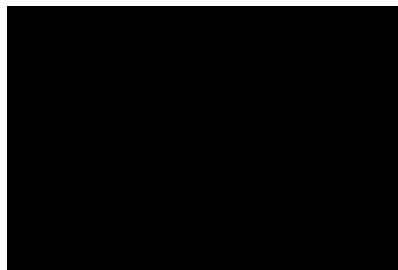
In view of the above, we will shortly be filing a Consent Order agreed between the parties together with a Notice of Discontinuance.

We should be grateful if you could kindly mark your records accordingly.

We thank you for your assistance.

Yours faithfully

[REDACTED]



## Attendance note

F/E [REDACTED]  
Client [REDACTED]  
Matter 000008

Date 2 June 2021  
Time spent [TIME SPENT]  
Start time [START TIME]



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Attending [REDACTED] County Court on the telephone.

Tel call to [REDACTED] County Court – chasing up Consent Order filed on 24 May 2021.

I spoke with the Court officer at the Centralised Court unit and provided the case details. I was advised that, for some reason, the Court did not have us on record as acting in this matter.

I advised that we had filed a notice of acting back in January 2021. However, I was advised that since these details were not on the system the Court officer could not disclose any details surrounding the matter.

I explained to the Court that this was an urgent matter and that a hearing was listed for 10 June 2021. However, I was advised by the Court that I would need to send an e-mail to the Court to provide a copy of our notice of acting so that the Court's records could be updated. However, it was noted that it could take the Court 14 days to pick up the e-mail and deal with our query.



[REDACTED]

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**From:** [REDACTED]  
**Sent:** 02 June 2021 15:24  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** [REDACTED]  
**Attachments:** [REDACTED]

[REDACTED]

Dear Sirs,

We write further to the above matter and to our e-mail of 24 May 2021 enclosing the attached Consent Order and Notice of Discontinuance (see below).

We have today spoken with the Court office who have confirmed that the Court does not appear to have [REDACTED] on record as acting for the Applicant (the [REDACTED]). We have therefore been unable to confirm if the agreed Consent Order has been referred to a Judge for approval and/or if the trial listed on 10 June 2021 has been vacated.

In view of the above, please find enclosed a further copy of our Notice of Acting dated 19 January 2021 and would kindly ask that the Court's records are updated accordingly.

Could you also please confirm that **as a matter of urgency** if the attached Consent Order has been approved and the trial listed for 10 June 2021 vacated.

**Please debit the Court fee in respect of the Consent Order using our PBA [REDACTED]** (if the Court already hasn't taken the fee for the same).

We thank you for your assistance and look forward to hearing from you.

Kind regards