

WBL Logbook Sheet Template

Competency e.g. 1	Learning Outcome e.g. 1.1	Example Number
8	8.1 Establish effective working relationships with others involved in a legal matter	1
Evidence provided		
e.g. letter to client dated 01.01.2017, Telephone attendance note dated 01.01.2017		
1. Email correspondence between myself and Counsel – Dated 06.08.21		
Explain how the example meets the learning Outcome and how the evidence shows this		
<p><u>Understand the importance of establishing effective working relationships with other professionals involved in the legal matter and provide evidence of effective working relationships you have with other professionals involved in legal matters which you are dealing with (two way communication).</u></p> <p>In this case, I was assisting a colleague whilst she was on annual leave, on a file in which we were instructed to represent a Mother in Care Proceedings. The client was classed as a vulnerable client due to a learning disability. The case was subsequently listed for a final hearing on 9.8.21 with a time estimate of 7 days.</p> <p>We had instructed Counsel for the purpose of the final hearing. The email correspondence which I have attached as evidence shows that I am able (and do have) a good working relationship with Counsel.</p> <p>The email correspondence shows me assisting Counsel with tasks in readiness for the final hearing in my colleague's absence, such as ensuring that an intermediary was available to attend the hearing with the client (in person) on 9.8.21 and drafting a last minute urgent statement from the client in relation to the domestic abuse that she had experienced in her past relationships.</p> <p>The email exchanges between myself and Counsel indicate ongoing correspondence between myself and Counsel in relation to the upcoming trial, therefore showing an effective working relationship between us.</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.		

I understand the importance of having effective working relationships with other professionals to ensure that matters are progressed in a timely manner for the benefit of those involved in the matter, including the client.

**Date work completed:
(i.e. evidence date)**

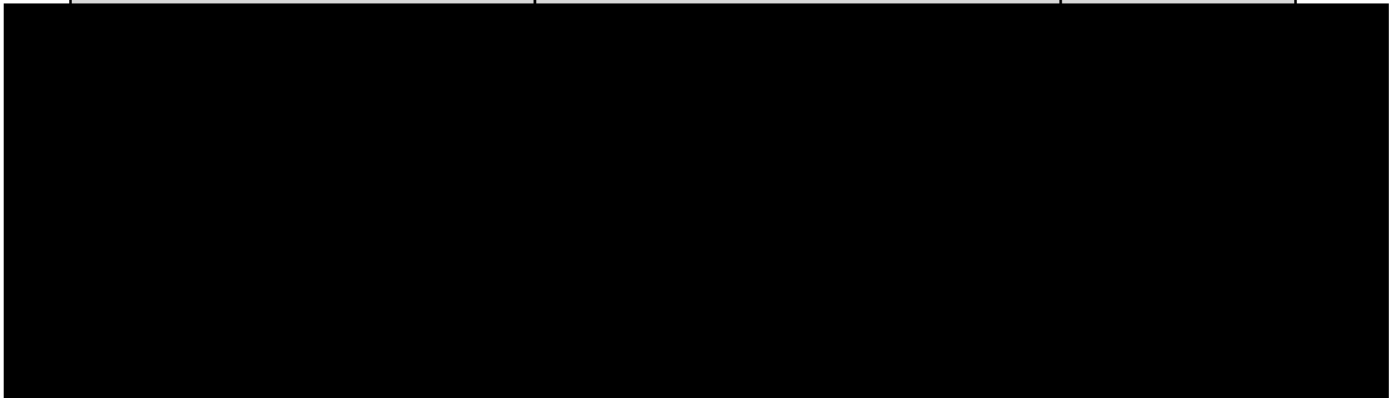
06/08/2021

Applicant's Name

Applicant's signature

I confirm that the work within the evidence is my own

Date



[REDACTED]

Sent: 06 August 2021 16:03

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: [REDACTED]

No problem at all.

The intermediary's name is [REDACTED] – she is booked from 9th – 13th to attend Court in person.

[REDACTED] are still to confirm name of intermediary for 19th & 20th – hopefully will be [REDACTED] (as I have requested consistency in intermediary).

I'll send an email now to the LA confirming the same.

Many thanks

[REDACTED]

[REDACTED]

From: [REDACTED]

[REDACTED]

[REDACTED]

Subject: [REDACTED]

Dear [REDACTED]

Thanks so much for sorting all this and keeping the hearing on the road. Great work!

No problem with giving [REDACTED] my number. Do you know the name of the intermediary who's coming next week? The court will need the name to allow them into the building next week. It's the LA's job to pass names on to the court. You're probably way ahead of me!

Thanks loads,

[REDACTED]

[REDACTED]

Dear [REDACTED]

See below – all sorted.

Many thanks

[REDACTED]

From: [REDACTED]

Sent: 06 August 2021 14:40

To: [REDACTED]

Cc: [REDACTED]

Subject: [REDACTED]

[REDACTED]

[REDACTED]

See below for your updating info – eventually sorted (I've sent completed form back to [REDACTED] as required).

I'm just waiting to hear back from [REDACTED] as to the name of the allocated intermediary.

I have asked for the intermediary to attend in person for the full duration of the hearing, further to [REDACTED]'s email this morning confirming special measures in place.

Intermediary will be in attendance from 09:00am Monday for any pre-trial discussions.

I hope you don't mind but I have sent across your number to [REDACTED] just in case the intermediary needs to get in contact with you on arrival at [REDACTED]

Best wishes,

[REDACTED]

[REDACTED]

[Redacted]

From: [Redacted]

[Redacted]

Subject: [Redacted]

[Redacted]

Good afternoon,

Thank you for your email.

We can confirm an intermediary is now in place for the final hearing commencing Monday-

Please could you complete and return the attached document by 3:30pm today?

Once this is received, we can confirm the intermediary assigned.

Any further queries please let us know.

Kind regards,

[Redacted]

Sent: 06 August 2021 14:26

[Redacted]

Dear Sir/Madam

Thank you for your email.