

Logbook

Name: [REDACTED]

Membership no: [REDACTED]

Learning

Outcome: 8.1

1. Competency: 8

Establish effective working relationships with others involved in a legal matter

2. Evidence provided:

Memo from a colleague relating to a property matter and a memo to the colleague.

3. Outline how the evidence demonstrates you meet the outcome

Understand the importance of effective working relationships with other professionals involved in the matter: I have a good working relationship with colleagues and this memo shows that I can communicate effectively with them. I have provided my colleague with documents that she needed in order to progress matters.

4. Reflection and evaluation (what you learnt from the activity you undertook to meet the outcome). Note: 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 maintaining professional working relationships with others to ensure that legal matters are progressed efficiently and effectively for those involved in the matter.

5. Completion date:

12 Dec 14 and 6 Jan 15

6. Signed (applicant) [REDACTED]

Date:

06.01.15

7. Signed (supervisor) [REDACTED]

Date:

06.01.15

MEMORANDUM

To: [REDACTED]

From: [REDACTED]

06 January 2015

[REDACTED]

Please can you amend the Contract to include my client's husband as a purchaser. His full name is [REDACTED]

My clients wish to purchase the door chime for £5. They would also like to purchase the electric fire for £100 provided the sellers can provide an electrical safety certificate prior to completion. Please can you confirm if this can be agreed.

Thanks

[REDACTED]

MEMORANDUM

To: [REDACTED]
[REDACTED]

12 December 2014

[REDACTED]
I understand that my client Mr J [REDACTED] agreed, subject to contract, to sell the above property to your client [REDACTED] and accordingly I enclose the following :-

1. Draft Contract for approval.
2. Office copy entries and plan for Title Number [REDACTED]
3. Copy Transfer dated 21 November 1994

The protocol forms are to follow.

My Client does have a related purchase which is at the same stage as this transaction.

[REDACTED]