|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:** |  | | | **Case number:** |  |
| **Client name:** | |  | | | |
| **Student name**  *(this is the person, or SLF members undertaking the research)* | |  | | | |
| **Name of supervisor:** | |  | | | |
| **Where did you undertake the task?**  *(students must remain mindful of the requirement to protect client identity)* | |  | | | |
| **Are you on course to meet the final deadline, including allowing sufficient time for research and re-drafts?**  *If you are experiencing difficulties, remember to bring them to the attention of your supervisor.* | |  | | | |
| **Are you completing the draft within 10 working days / 14 calendar days of the post interview meeting with your supervisor?**  **If you have missed the appropriate deadline, is the client aware of the delay?** *(where there is a delay you must discuss this with your supervisor as the client needs to be advised of a revised date)* | | |  | | |
| **Is this the first draft?**  **Provide a synopsis of the advice and options for your client.** | | | *\*remember to note each draft with the appropriate draft number* | | |
| **If this is a redraft, what number is it and what are the issues you have identified from the previous draft?** | |  | | | |
| **Do you have any notes made during your work on the letter?**  **If yes, you must staple them to this form.** | |  | | | |
| **Time spent on the draft/redraft:** | |  | | | |
| **Is your File Summary up-to-date, and have you recorded all actions?**  **If not, why not?** | |  | | | |