

COURT ATTENDANCE NOTE

COURT:	DATE:
CLIENT:	FILE NO:
MATTER:	TR

DETAILS OF TIME INVOLVED				ATTENDANCES	
Travel			Client		Court No:
Waiting			Other Parties: (who)		Arrived:
Preparation			Other parties: (who)		In Court:
Advocacy					Depart

**DATE OF NEXT
HEARING:**

**LOCATION OF
NEXT HEARING:**

INSTRUCTIONS:

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DETAILS OF ANY WITNESSES

ADVICE:

What should the client plead and why?

What do the CPS have to prove?

Has credit for early guilty plea been explained?

What is the likely sentence?

How strong is the case against the client?

Mode of Trial?

If either way, which Court is the most appropriate?

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How long is the case likely to take to conclude?	
What will happen in Court today?	
What happen in Court on the next occasion?	
What are the next steps which need to be taken?	
Has the client been granted a Rep Order?	

ACTION/OUTCOME	BAIL INFORMATION
	<p>Bailed or Remanded:</p> <p>Conditions:</p>

REMINDER DATE		REASON	
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ATTENDANCE	HEARING	PREPARATION	TRAVEL	WAITING	CONFERENCE