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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Court Duty Solicitor Record** | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Fee earner: | |  | | | Date: | | | |  | | | | | Time: | | |  | | | | | | | | | |
| Court: | |  | | | | | | | | | | | |  | | Youth | | | | |  | | | Adult | | |
| Client: |  | | | | | | | | | | | | | DOB: | | |  | | | | | | | | | |
| Gender: |  | | Male |  | | Female | | | | | | | | Tel: | | |  | | | | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Postcode: |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Offence(s): |  | | | | | | | | | | | | In scope: | | | | |  | | Yes | | |  | | | No |
|  |  | | | | | | | | | | | | In custody | | | | |  | | Yes | | |  | | | No |
|  |  | | | | | | | | | | | | Imprisonable: | | | | |  | | Yes | | |  | | | No |
| Instructions:  Advice: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Has client been advised as to the fee-earner’s status and complaints procedure? | | | | | | | | | | | | | | |  | | | | Yes | | |  | | | No | |
| Has the client been advised as how their case is to be funded? | | | | | | | | | | | | | | |  | | | | Yes | | |  | | | No | |
| Outcome: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Confirmation in writing offered? | | | | | | | ☐ | Yes | | | ☐ | No | | | | | | | | | | | | | | |
|  | | | | | | | ☐ | Accepted | | | ☐ | Declined | | | | | | | | | | | | | | |