

Stage Plan (..)

1. **Start Date** **End Date**
2. **Overall Aim of the Stage**
(specific information regarding the next 3 months, e.g. working towards a preparatory hearing on abuse)

3. **Dates to note within the stage**
(This should include anything anticipated within the stage which might affect the work to be undertaken within the stage e.g. scheduled hearings, expected service of prosecution papers, experts reports, significant conferences with client/counsel)

4. **General Division of Work Between the Defence team**

Supervising Solicitor – (e.g. supervision)

B grade solicitor – (e.g. attending the client)

C grade solicitor – (e.g. general work – no major tasks this stage)

Paralegal – N/A

Leading Counsel - (e.g. preparation for abuse argument and hearing)

Jnr Counsel – (e.g. assisting to prep for abuse argument and hearing)

Pupil – (e.g. general scheduling as per previous stage plan)

5. Significant pieces of work required within the stage, detailing the following for each item:

- a) Why the work is necessary
- b) How far you will progress with this item of work under this stage
- c) What you aim to accomplish

(e.g. chronology of events for the abuse hearing, to show delay caused by the prosecution's failure to serve evidence. Will need to reflect the letter sent by the firm, court directions etc)

6. Disbursements Expected (except travel disbursements which should be detailed on the Task List). Please provide reasons why the disbursement needs to be incurred

This section should also be used to detail any disbursements relating to hotel accommodation or flights

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Total Amount of Disbursements Claimed

£	:
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Total Amount of Disbursements Agreed
(To be completed by CHCCU Contract Manager)