

TELEPHONE / PREPARATION / ATTENDANCE NOTE

PDS 3



Client:	UFN:
Date:	Fee Earner:
Status:	Venue:

Include: Instructions, Advice (bail, funding, evidence, procedure, outcome, length of case), Result (next contact, key dates), Action (letters, requests, representations.)

Attend Client		Attend Prosecution		Attend Witness		Attend Other		Preparation		Calls Made	
Travel		Advocacy		Waiting		Mileage		Other Disbs		Calls Received	