Legal Aid NEW SOUTH WALES

ICL Conference File Note

Name of children:	**File no:**	**Date:**
	Time in attendance:	**Interpreter:** Yes ☐ No ☐
Attendance type: phone: ☐ in-person: ☐ zoom: ☐ other: ☐ ----------		
Conference held: office: ☐ school: ☐ home: ☐ other: ☐ ----------		
Practitioner in attendance:		
Also in attendance: mother: ☐ father: ☐ M/P grandparent: ☐ carer: ☐ family expert: ☐ other: ☐ ----------		

(NB: as an ICL you must meet with all children, unless the child is preverbal or there are exceptional circumstances which must be clearly noted on your file)

Summary of discussion, court process or orders explained, children's wishes, any legal advice provided etc.: