

Conference File Note

Client name:	File no:	Date:
Witness / other party name:	Time in attendance:	Interpreter: Yes <input type="checkbox"/> No <input type="checkbox"/>
Attendance type: phone: <input type="checkbox"/> in-person: <input type="checkbox"/> zoom: <input type="checkbox"/> other: <input type="checkbox"/> _____		
Conference held: office: <input type="checkbox"/> court/cells: <input type="checkbox"/> AVL: <input type="checkbox"/> other: <input type="checkbox"/> _____ gaol: <input type="checkbox"/> _____		
Practitioner(s) in attendance:		

Summary of details discussed, instructions, consequence of instructions, legal advice provided etc.: