Legal Aid NEW SOUTH WALES

Conference File Note

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

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