



## 2022 COURSE OUTLINE

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|------------------------|---|
| 12 May 2022 - Week 1   | Meet and Greet: Facilitators and participants<br>Panel discussion: Family law journeys  |
| 19 May 2022 – Week 2   | Screening enquiries: Family law areas<br>Billing: legal aid, private, funded  |
| 26 May 2022 – Week 3   | Client interviewing: taking instructions<br>File Management: opening matter, physical or electronic file, time recording                            |
| 2 June 2022 – Week 4   | Planning your case: gathering evidence<br>Document creation: precedents, drafting, execution, swearing, filing                                      |
| 9 June 2022 – Week 5   | Service<br>Client management: reporting letters, engagement   |
| 16 June 2022 – Week 6  | Caseload management: Court dates, reminders, time management<br>Pre first call: L4C reports, SW reports, responses                                  |
| 23 June 2022 – Week 7  | Court events: etiquette for lawyer/client, process, CMR, DC, PHC, JC, SCH, LCF  |
| 30 June 2022 – Week 8  | Progression of case: timetabling directions, RTM, FGC, s133, negotiations, undertakings<br>Hearing: preparation, attendance, supervision, junioring |
| 7 July 2022 – Week 9   | Engaging other professionals: etiquette<br>Mentoring & networking   |
| 14 July 2022 – Week 10 | Mentoring, networking, open questions   |
| 21 July 2022 – Week 11 | Mentoring, networking, open questions   |
| 28 July 2022 – Week 12 | Mentoring, networking, open questions   |