**EXETER FAMILY COURT CLINIC**

**CONCLUDING LETTER**

Date : [ ]

Dear [ ],

I saw you [and your supporter / friend ] today for an appointment through the Exeter Family Court Clinic. Details of the scheme are outlined in the Explanatory Note for Litigants in Person you were given when booking.

I was acting as an unpaid volunteer through the scheme. The other organisation involved in this scheme is Advocate. Volunteer lawyers are either insured via the Bar Mutual Indemnity Fund, or through their firm. The scheme is independent of the judges and the courts.

As the leaflet explains there are limits to the help we are able to offer you under the scheme, and the information and guidance I have given you today is based upon the limited information available at today’s appointment. The support provided is a one-off, with no ongoing retainer or obligation to carry out further work.

This letter summarises the main support or guidance I have given you and practical suggestions I have made for things you might do next.

**The main facts of your case, and the issues identified during your appointment:**

**Guidance about your position and what might happen at [your upcoming hearing / the next hearing]:**

**Guidance about what you could do next:**

**Guidance about where else you could go for help or information:**

☐ A lawyer

 ☐ list of local legal aid solicitors given

☐ list of scheme volunteers given

☐ Other :

(Advisor, please tick / delete as appropriate : )

☐ Under the scheme my work for you on your case is limited to today.

☐ I have advised that a referral be made to Advocate

☐ I consider that you would benefit from a further appointment at Exeter Family Court Clinic to carry out a specific piece of work, namely : [ ]

Under the scheme my work for you on your case is limited to today. If further legal work is needed you should contact the Advocate without delay, but please remember there is no promise of further help.

Your original documents have been returned to you. Please keep all your paperwork safe for future use.

If you have any comments or complaints please write to the Chief Operations Officer of Advocate at International Dispute Resolution Centre, 1 Paternoster Lane, London, EC4M 7BQ.

Yours Sincerely,

[ ]

☐ Barrister, volunteering under the auspices of Advocate

☐ Solicitor, volunteering under the auspices of their firm [ ]

Volunteer’s professional address : [ ]