

3	How effective were the adviser's fact and information - gathering skills?	1	2	3	4	5	
4	How effectively was the client informed of:						
	a) the merits (or not) of the claim, and	1	2	3	4	5	N/A
	b) all developments?	1	2	3	4	5	N/A
Comments:							

B. THE ADVICE *Please circle one only*

1	How legally correct was the advice given?	1	2	3	4	5	N/A
2	How appropriate was the advice to the client's instructions	1	2	3	4	5	N/A
3	How comprehensive was the advice? (For Family, see over)	Y	N				N/A
4	Was the advice given in time/ at the right time?	Y	N				N/A

Comments:

B. THE WORK/ASSISTANCE *Please circle one only*

1	If no other work was carried out, was this appropriate?	Y	N				N/A
2	If any further fact-finding work was carried out a) how appropriate and	1	2	3	4	5	N/A
	b) how efficiently executed was the work?	1	2	3	4	5	N/A
3	If any other work was carried out a) how appropriate and	1	2	3	4	5	N/A
	b) how efficiently executed was the work?	1	2	3	4	5	N/A
4	How effective in working towards what the client reasonably wanted/needed was any further work carried out?	1	2	3	4	5	N/A
5	If no disbursements were incurred was this appropriate?	Y	N				N/A
6	How appropriate were any disbursements incurred	1	2	3	4	5	N/A
7	Where this is necessary did the adviser consider/ advise on/ act on an effective referral?	1	2	3	4	5	N/A
8	Throughout the file how effectively did the organisation use resources?	1	2	3	4	5	
9	Did the adviser or their work in any way prejudice the client? If yes, provide details overleaf.	Y	N				

Comments:

OVERALL MARK	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
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Comments:

Please write any further necessary comments overleaf legibly and clearly.

B. 3 FAMILY *Please circle one only*

a.	How comprehensive was the advice in relation to divorce?	1	2	3	4	5	N/A
b.	How comprehensive was the advice in relation to children?	1	2	3	4	5	N/A
c.	How comprehensive was the advice in relation to ancillary relief?	1	2	3	4	5	N/A
d.	How comprehensive was the advice in relation to injunction?	1	2	3	4	5	N/A
e.	How comprehensive was the advice overall?	1	2	3	4	5	N/A

Comments: