

Support Through Court is a charity and we welcome any donations

## Client permission and consent form

Client number	Telephone	
Client Surname	Client Forename	Title

**Our volunteers offer free support, and we aim to help you manage your case for yourself**

**Our volunteers will:**

- Listen to you and help you to think about your next steps
- Help you look for legal advice if you need it
- Help you with court forms and paperwork, and explain court processes
- Help you to plan what you want to say in court, and go to court with you

**We do not:**

- Give you legal advice, or help you with procedures not related to court or tribunal cases
- Advise you what to do, or take over your case for you
- Act on your behalf, represent you in court, or offer notes from hearings
- Look after children or any vulnerable adult on your behalf
- Guarantee that our service can give you everything you ask for
- Tolerate any disruptive, inappropriate or abusive behaviour

**Data protection:**

- To support you better, Support Through Court may keep some of the information you choose to give us about yourself and your case (e.g. name, phone number, email etc). We may also keep a record of how we have supported you, in case you return for more help.
- Your details will be kept for as long as you are actively visiting Support Through Court, and will be destroyed if you haven't contacted the service for 12 months. If you return after this, you will be asked to sign a new permission and consent form.
- We will not share your information with anyone else, except when you have told us to, or for legal reasons, or when we have a legitimate reason to (e.g. someone's safety is at risk).

**I give permission for my data to be used as in the "Data protection" section above. I accept Support Through Court services as explained above, and understand that this support is discretionary and may be withdrawn at any time.**

Print name.....Signed.....

Date.....

**I would like to ask for reasonable adjustments for a disability**



# CLIENT RECORD SHEET

CLIENT RECORD SHEET

<b>Reasonable adjustments requested:</b>	
<b>Adjustments agreed:</b>	
<b>Case type/brief summary</b>	
<b>Detail of visit</b>	<b>If you went to a hearing</b> <input type="checkbox"/> I did not take any notes at all  <input type="checkbox"/> I informed the client that I would be making a few informal notes for my own reference, I debriefed with the client afterwards and I destroyed my notes  <input type="checkbox"/> There was an exceptional circumstance which meant I gave the client some or all of my notes (please explain in details) and I included a disclaimer that they were not formal notes and could not be relied on
	<b>Location of support</b>
<b>Date</b>	<b>Volunteer name</b>
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<b>Date</b>	<b>Volunteer name</b>
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<b>Location of support</b>	

<b>Date</b>	<b>Volunteer name</b>
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<b>Client's NAME &amp; Number:</b> <b>Detail of visit</b>	<b>If you went to a hearing</b> <input type="checkbox"/> I did not take any notes at all  <input type="checkbox"/> I informed the client that I would be making a few informal notes for my own reference, I debriefed with the client afterwards and I destroyed my notes  <input type="checkbox"/> There was an exceptional circumstance which meant I gave the client some or all of my notes (please explain in details) and I included a disclaimer that they were not formal notes and could not be relied on
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