

PREPARATION AND PERUSAL NOTE

DATE: 23/10/02

CLIENT NUMBER: Code A

MATTER NUMBER: Code A

CASE ID: Code A

CLAIMANT NAME: Gosport War Memorial Hospital matter

FEE EARNER: Code A

Code A engaged commencing preparation of the chronology of complaints which all the clients had made. This was drafted using the statements that had been taken the previous week.

Code A referring to 9 statements and cataloguing each and every letter which had been sent and received by the clients.

Code A also cross referring each letter where they had been a response. Code A also referring to copy correspondence where she had this to hand.

Code A preparing excel spreadsheet with the relevant information inserted.

This was an essential job, as it would be required to ascertain what the next steps should be.

Time engaged:
40 units