

Urgent Public-Law Case Preparation: From Instructions to Service

ILLUSTRATIVE WORK SAMPLE |
ENTIRELY FICTIONAL FACTS

This sample reflects the working method I developed while supporting urgent matters under supervision. It demonstrates how I move from an unstructured account to an organised chronology, evidence analysis and action plan.

FICTIONAL SCENARIO

A detained individual receives notice of an intended administrative action within days. They state that recent submissions and welfare evidence have not been considered. The legal team must urgently clarify the procedural position, obtain missing documents and decide the appropriate next step.

MY WORKING PROCESS

01 Client instructions Establish the client's account, objectives and immediate concerns.	02 Urgency assessment Confirm the operative decision, detention position and relevant deadline.
03 Procedural history Reconstruct earlier decisions, applications, submissions and correspondence.	04 Alternative routes Identify practical or procedural options for supervising-solicitor review.
05 Evidence map Separate confirmed facts, supporting documents and missing information.	06 Draft and organise Prepare the chronology, draft documents and indexed evidence under supervision.
07 Review and approval Check consistency, current procedure and supervisor instructions before filing.	08 File, serve, monitor Record service, request receipt, track directions and keep the client updated.

CHRONOLOGY AND EVIDENCE MAP

Separate what is known, what supports it and what still needs to be obtained.

The dates below are deliberately relative rather than real. “D” represents the final urgent deadline in this fictional scenario.

TIMING	EVENT	EVIDENCE	GAP / ACTION	WHY IT MATTERS
D-21	Further representations said to be submitted	Client's copy of submission email	Obtain receipt or official acknowledgement	Confirms whether material was before the decision-maker
D-10	Client detained following reporting event	Client account and detention paperwork	Check service of earlier decisions	Clarifies procedural history and urgency
D-6	Notice of intended action received	Notice and operative decision	Verify deadline, destination and service	Controls prioritisation and next steps
D-5	Initial legal instructions taken	Attendance note and preliminary chronology	Resolve inconsistent dates and identify witnesses	Creates a reliable factual foundation
D-4	Welfare concerns raised	Medical summary and client instructions	Request relevant report and confirm consent	May affect risk assessment and evidence
D-3	Supporting witness available	Draft witness account	Confirm direct knowledge and obtain signature	Corroborates relevant parts of the chronology
D-2	Draft pack ready for review	Chronology, drafts and indexed documents	Supervising solicitor to approve law and procedure	Ensures accuracy before filing or service

QUESTIONS GUIDING MY REVIEW

FACT AND EVIDENCE	PROCEDURE AND TEAM
Which dates are confirmed? What is the source? Is the evidence first-hand? Are different documents consistent? What information is missing?	What is the true deadline? What alternatives require consideration? Who must review the work? Who needs an update, and when?

REVIEW, FILING AND SERVICE CHECKLIST

A reliable process protects the client and the wider legal team.

01	Urgency	Operative decision and deadline confirmed from primary documents.
02	Scope	My task and the supervising solicitor's instructions recorded clearly.
03	Chronology	Dates cross-checked against source documents; inconsistencies flagged.
04	Evidence	Each factual proposition linked to evidence; missing material listed separately.
05	Confidentiality	Consent, secure handling and proportionate disclosure considered.
06	Drafting	Names, dates, references and requested relief checked consistently across drafts.
07	Bundle	Documents ordered, indexed, paginated and named consistently.
08	Procedure	Current forms, rules, service requirements and recipients confirmed on review.
09	Approval	No filing or service before supervisor review and approval.
10	Record	Filing and service receipts saved; the client and team updated; next deadline diarised.

REFLECTION

Urgent legal work is not simply about moving quickly. It requires identifying the correct route, checking each document, communicating early and understanding how every task supports the wider strategy. I work best when responsibility is paired with supervision: I prepare thoroughly, raise uncertainties, seek feedback and adapt as circumstances change.

SKILLS DEMONSTRATED

Urgent triage | Chronology building | Evidence analysis | Deadline control | Document management | Team communication | Reflective practice

All facts, dates and documents in this sample are fictional. It contains no client material and does not reproduce any live matter. Procedures and forms must always be checked against current requirements and supervising-solicitor instructions. This document is not legal advice.