# Case Strategy Plan (financial matters)

## Using this document:

* Start developing a case strategy once aid is granted for litigation.
* Complete electronically, print completed plan and retain on file.
* Review and update at key milestones, e.g., after interim hearing, when matter is set down for trial, and after the release of any expert report or subpoena material inspected. Date and print reviewed plan and retain on file.

## Purpose of case strategy plans:

In addition to helping you develop a strategic approach to litigation, completing this case strategy plan will help demonstrate that you have met:

* the duties of competence and standard of care expected of a lawyer
* VLA’s expectations of practitioners undertaking legally aided work, and the standards articulated in the [Practice Standards and Practice Standards Measures](http://www.legalaid.vic.gov.au/information-for-lawyers/doing-legal-aid-work/panels/panels-conditions).

## Note:

* This tool is designed as a prompt only. It is not proscriptive or exhaustive.
* This document may be considered a client document and provided to the client upon request (rule 14 Australian Solicitors’ Conduct Rules).

## Formatting instructions:

* This document contains hidden text prompts. Hidden text is identified by the blue colour and the dots below the text and does not print. If the prompts do not appear in the document, go to File/Options/Display and under the section ‘Always show these formatting marks on the screen’ select the hidden text option. Once this has been set, you can then use the **Show/Hide** button () (**Ctrl + \***) on the Home tab to view or hide the hidden text.
* To select tick boxes, simply click on the relevant box.
* Cells in tables will expand to accommodate your typed content.
* If you require additional rows in the table, click in the relevant cell, go to Table Tools/Layout and select the appropriate command

# Parties and children

| **Party**  | **Name** | **Relationship to child** | **DOB** | **Lawyer** | **Background** |
| --- | --- | --- | --- | --- | --- |
| Client |       | mother/father/other (specify) | DD/MM/YYYY |       | Provide an outline e.g., occupation, living arrangements, address, current relationships etc, or refer to document on file. |
| Other party (1) |       | mother/father/other (specify) |       |       |       |
| Other party (2) |       | mother/father/other (specify) |       |       |       |
| Child (1) |       |       |       | ICL, if appointed. | School, year level, living arrangements, special needs etc or refer to document on file. |
| Child (2) |       |       |       | ICL, if appointed. | School, year level, living arrangements, special needs etc or refer to document on file. |

# 2. Case overview

Provide a summary of the following aspects of the case (dot points sufficient).

| **Aspect** | **Notes** |
| --- | --- |
| Client’s instructions | Summary or refer to document on file. Note any changes to the client’s original instructions at each review |
| Orders currently in place | Outline of orders or refer to document on file. Include family violence orders. Note whether orders consented to or court ordered. |
| Orders sought (client) | Summary of the orders sought by the client. Have these changed since the last review? |
| Orders sought (other party) | Summary of the orders sought by the other party/parties. Have these changed since the last review? |
| Relevant law | Does the court have the relevant power to make the orders sought by client and other party/parties? |
| Other relevant information | For example, note any relevant judicial comments or attitudes, whether a costs order should be sought |

# 3. Chronology

Create a brief chronology of relevant events including relationship/parenting/financial history and past and upcoming litigation events.

Indicate whether events are agreed or disputed. Use this information to create a chronology for the case outline.

| Date | Event | Agreed or disputed? | Evidence |
| --- | --- | --- | --- |
| *DD/MM/YYYY* |       | [ ]  Agreed[ ]  Disputed | If event is disputed, refer to relevant evidence  |
|       |       | [ ]  Agreed[ ]  Disputed |       |
|       |       | [ ]  Agreed[ ]  Disputed |       |
| Date | Upcoming litigation events | Notes |  |
|       | Note any upcoming events e.g., hearing dates, expected release dates for reports and other matters such as IVO hearing dates or expiration of IVOs |       |       |

# 4. Issues in dispute

| What issue?  | Note |
| --- | --- |
|       | Outline of issue or refer to document on file. Note any changes to the issues in dispute between the parties at each review |
|       |       |
|       |       |

# 5. Evidence analysis – Your client

Provide a summary analysis of the evidence available/required to support each order sought by your client.

Check that you have affidavits for all the witnesses required. Identify any issues/weaknesses in each piece of evidence and strategies to address them.

| Evidence typeEvidence available to support each of the orders sought | Evidence details | PagePage or tab no | Identified weakness or concernConcerns re admissibility (relevance, hearsay, opinion, privilege), credit, probative value, conflict with objective evidence, availability of witness etc., documents filed on time? (if not, evidence can’t be relied on) | StrategyNote action required to address concerns/obtain evidence | Due byDeadline for obtaining evidence |
| --- | --- | --- | --- | --- | --- |
| **Affidavits** |       |       |       |       |       |
|       | List e.g., Mother, Grandfather. |       |       |       |       |
|       |       |       |       |       |       |
| **Financial statement** |       |       |       |       |       |
| **Records/reports** |       |       |       |       |       |
|       | List e.g., Medical report, parentage testing report etc. |       |       |       |       |
|       |       |       |       |       |       |
| **Discoverable /Subpoenaed material** | List e.g., bank records, etc |       |       |       |       |
| **Medical reports** | List, e.g., psyche assessment, drug screening, etc |       |       |       |       |

# 6. Evidence analysis – Other party

Provide a summary analysis of the evidence available/required to refute each order sought by the other party (parties).

Identify any issues/weaknesses in each piece of evidence and strategies to capitalise on these weaknesses.

| Evidence typeEvidence is available to support each of the orders sought | Evidence details | PagePage or tab no | Identified weakness or concernConcerns re admissibility (relevance, hearsay, opinion, privilege), credit, probative value, conflict with objective evidence, availability of witness etc., documents filed on time? (if not, evidence can’t be relied on) | StrategyNote action required to address concerns/obtain evidence |
| --- | --- | --- | --- | --- |
| **Affidavits** |       |       |       |       |
|       | List e.g., Mother, Grandfather |       |       |       |
|       |       |       |       |       |
| **Financial Statement** |       |       |       |       |
| **Records/reports** |       |       |       |       |
|       | List, e.g., psyche assessment, drug screening, etc |       |       |       |
|       |       |       |       |       |
| **Discoverable /Subpoenaed material** | List e.g., bank records, etc |       |       |       |
| **Medical reports** |       |       |       |       |

# 7. List of proposed witnesses

List the witnesses you propose calling, an outline of the nature of evidence to be given, whether the witness has been prepared for the hearing and notified of the hearing date.

| Witness | Nature of evidence | Comments | Available? | Prepared? | Notified? |
| --- | --- | --- | --- | --- | --- |
|       | Relationship with client/child? Provide an outline of evidence and relevance to issues in dispute.  | e.g., evidence provided in person or via video link. Arrangements made for video link? Documents they need to bring to court? | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |
|       |       |       | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |

# 8. Supervision

The supervising lawyer has reviewed the completed case analysis plan.

**Supervisor’s name:** **date:**

**Supervisor’s name:** **date:**

**Supervisor’s name:** **date:**