



Family Law Advanced Accreditation Scheme

Guidance on completing case reports and case studies

In this guidance you can find;

- A. Guidance on the lay-out of case reports and case studies
- B. Guidance on the content of case reports

A. Guidance on the lay-out of case reports and case studies

For each case report and case study, please attach a front sheet with the following information:

- Your SRA number
- The module title
- The heading “case report” or “case study”

The case reports and case studies must be on A4 size paper and paginated.

On the top right hand corner of each page please quote your SRA number and module title.

Please use double line spacing.

Each case study and case report has a word count of 2000 words.

To ensure smooth handling of your papers we ask you to follow a set layout for both the case report and the case study.

Any papers submitted which do not follow this format may be returned unmarked.

DO

- Submit one copy of each case study and case report per module or two case reports per module if re-accrediting
- Staple each case report and case study individually
- Clearly label each attached case report and case study if submitting by email by saving the documents as “Case Report – [title of module]” and “Case Study – [title of module]”
- Attach a copy of your CPD training record for the 3-5 years prior to submission of your application
- Retain a copy of your case reports and case studies

DO NOT

- Use binders, folders or dividers
- Type your name or firm name anywhere on the case reports and case studies.
- Papers should be anonymous
- Do not disclose any client names in the case reports. Client names and details must be removed or changed

B. Guidance on the content of case reports

In completing the case report, you will be expected to identify succinctly legal and practical issues, demonstrate skill and competence, case management and client-care to a high standard.

You will also be expected to reflect critically upon the outcome of the case and consider what (if any) matters could have been dealt with differently with the benefit of hindsight.

The case report must consist of a description and analysis of case/s in which you personally represented a client and which took place not more than 24 months prior to the submission of your application.

In each case report you must set out the information requested and in the sequence detailed below:

- Provide a brief description of the case, setting out what the case was about, describing what had to be done by you, and the result.
- State the relevant information that you obtained from the client and any relevant third party, demonstrating an understanding of the factual material and identification of the legal context.
- Set out your understanding of the client's objectives and how you gained that understanding and set out the steps and decisions taken to implement those objectives.
- Demonstrate your knowledge of the rules of professional conduct by explaining which rules were relevant in this case and how you applied them. Explain any issue of client care. If the case was privately paid, details should be given.
- Set out your understanding, where appropriate, of the principles, ethics, strategies, protocols and guides to best practice used in conducting family applications, (this should include, where relevant, an awareness of issues of race, gender or other diversity).
- Set out your understanding of the attendant costs benefits and risks involved in any transaction as they applied to the case.
- Demonstrate your knowledge and application, where appropriate, of the regulations on public funding.
- Demonstrate your skills in writing and drafting.
- Provide evidence of critical analysis and reflection in relation to the outcome of the case. You should identify areas which could have been dealt with differently and state what alternative courses of action would now be implemented.