Access Justice Clinic Confirmation Journal – SAMPLE

(Don't need to send it back to the office, please print several copies for your own reference)

Clinic Assistant: __Billy Bob_____ Clinic Session: __Friday 9-11_____

*******please remember, the clinic report/client schedule MUST be sent to the lawyer 2 days BEFORE the clinic date********

CLINIC DATE	LAWYER/ CLIENT	CONTACT DATE	**CONFIRMED APPT.**	MESSAGE LEFT	NO ANSWER	ACTION TAKEN
July 15	lawyer – Ms. Mee	Fri 7/08 – 1pm		with secretary		
	lawyer – Ms. Mee	Tues 7/12 – 9am	spoke w/lawyer			
	client – 9am	Wed 7/13 -10am		voice mail		
	client – 9:30am	Wed 7/13 –10am	spoke w/client			
	client – 10am	Wed 7/13 –10am			X	
	client – 10:30am	Wed 7/13 – 2pm			X	
	client – 9am	Wed 7/13 – 8pm	cancelled appt			
	client – 10am	Wed 7/13 – 8pm	cancelled appt			
	client – 10:30am	Wed 07/13 –8pm	spoke w/client			
	lawyer – Ms. Mee	Thur 7/14 – 1pm	spoke w/lawyer			told 9 & 10 am cancelled
July 22	lawyer – Mr. Hee	Fri 7/15 – 1pm		voice mail		
	lawyer – Mr. Hee	Tues 7/19 – 9am	spoke w/lawyer			
	client – 9am	Wed 7/20 – 2pm		w/household		
	client – 9:30am	Wed 7/20 – 2pm			X	
	client – 10:30am	Wed 7/20 – 2pm			X	
	client – 9am	Wed 7/20 – 8pm			engaged signal	
	client – 9:30am	Wed 7/20 – 8pm			X	
	client – 10:30am	Wed 7/20 – 8pm			X	
	client – 9am	Thurs 7/21-11am			engaged signal	contacted AJ
	client – 9:30am	Thurs 7/21-11am			X	to see if clients
	client – 10:30am	Thurs 7/21-11am			X	called …
	client – 9am	Thurs 7/21-3pm			NIS	
	lawyer – Mr. Hee	Thurs 7/21-3pm	spoke w/lawyer			cancelled clinic

ACCESS JUSTICE
JUSTICE FOR ALL

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Clinic Assistant: ____________________ Clinic Session: ______________________________

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