***Annex B. Summary of Documentation of Cases Managed***

**Annex B.**

***Summary of Documentation of Cases Managed***

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Period Covered\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Problem presented and Helping Goals: (Bulleted type only)

|  |  |  |
| --- | --- | --- |
| **Case** | **Problem presented** | **Helping Goals** |
| **Case 1** |  |  |
| **Case 2** |  |  |
| **Case 3** |  |  |
| **Case 4** |  |  |

*Note: Please indicate all handled court cases within period covered. Please use another sheet if necessary.*

1. Highlights of Interventions (Bulleted type only)

|  |  |  |
| --- | --- | --- |
| **Case** | **Helping Interventions** | **Result/Status** |
| **Case 1** |  |  |
| **Case 2** |  |  |
| **Case 3** |  |  |
| **Case 4** |  |  |

*Note: Please indicate all handled court cases within period covered. Please use another sheet if necessary.*

*\*\*Period Covered:* *from the date the first case was assigned to the Social Worker (last 3 years). This form can also be used by the Supervising Social Worker (SSW) Direct Cases (at least 2 handled cases).*

1. Experiences in Legal Issues and Litigation
2. Please describe your activities and interactions with Service Users on the following:

a.1. Preparing Service User to stand as witness/complainant in court.

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a.2 After each court trial

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1. Describe your most significant /difficult experience/s in handling court related cases within the period covered and how were you able to manage it/these?

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1. What were your insights from this/these experience/s? (Please use separate sheet when necessary).

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**Prepared by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed name of Applicant

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Noted by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed name of Supervisor

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_