



WLAC QUARTERLY PARALEGAL ACTIVITY LOG (LA P 2)

(For paralegals units to compile and send to coordinator)

To be filled out by paralegal unit and submitted to: _____

Reporting Period: _____

SUMMARY OF ACTIVITIES THIS QUARTER		
Location of work (district):	_____	
Number of paralegals in unit:	Men: _____ Women: _____	Total: _____
Number of events/meetings held this quarter:	_____	
Approximate number of people reached:	Men: _____ Women: _____	Total: _____
Number of client cases received	Male clients: _____ Female clients: _____	Total: _____

Please write any remarks from the reporting period (including: successes, challenges, and recommendations):

DETAILED CLIENT INFORMATION: Please fill in the table below. Please include details for every case attended by ALL paralegals.

KEY: ACTIONS TAKEN FOR EACH CASE

- 1= Reconciled case
- 2= Accompanied client to court
- 3= Referred case to court
- 4= Referred case to tribunal
- 5= Referred case to Police
- 6= Referred case to WLAC
- 7= Referred case to other legal aid provider
- 8= No action taken
- 9= Other (specify: _____)

* enter relevant numbers in space provided in the table below

No	Client Name	Client phone	New or old client?		Sex of client		Client Age	Type of Case							Action Taken insert number: include all that apply	Does case involve GBV?		Does case involve WLPRs?	
			New	Old	Male	Female		Matrimonial	Civil matter	Affiliation	Criminal case	Education	Inheritance	Land		Rape	Yes	No	Yes
1																			
2																			
3																			
4																			
5																			
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7																			
8																			
9																			
10																			
11																			
12																			

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13																				
14																				
15																				
16																				
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Date Submitted		Initials																		