I created a table similar to the below when I began my new NQ Junior Solicitor role and saved it to my desktop for quick reference. It came in so handy to firstly allow me to see what I had found out already from people in my team and what I still needed to know.

This table can be used and edited how you wish, and would be helpful for anyone working in a legal environment, especially trainees, apprentices, legal assistants, paralegals, junior lawyers, those starting a new job etc.

| **My Email** |  |
| --- | --- |
| **My Tel Number** |  |
| **IT Service Desk** | Email:Tel: |
| **Department/Team** | Name: Email: |
| **Partner/Team Manager(s)** | Name: Email:Tel:Name: Email:Tel: |
| **Supervisor** | Name: Contact email:Tel: |
| **Alternative Supervisor (2nd contact)** | Name: Email:Tel: |
| **Buddy/Mentor** | Name: Email:Tel: |
| **Team Members**  | Name:Position:Area:Email:Name:Position:Area:Email:Name:Position:Area:Email:Name:Position:Area:Email: |

|  |
| --- |
| **Secretary/Admin’s/Court Runners/Legal Assistant’s** | Name: Email:Tel:Name: Email:Tel:Name: Email:Tel:… |
| **Weekly Team Meeting**  | Date:Invite link/platform: |
| **Printing - Instructions** | e.g.printer location –send print items to …press X button … |
| **Sending Letters - Instructions** | e.g.send all letters to (email)generate letters via … |
| **Working from Home – Instructions** | e.g.turn on VPNsign on to remote server via … |
| **Abbreviations/Acronyms used by team** | e.g.C sols – claimant solicitorsP sols – pursuers solicitorsC – clientBKR – brokerCORRES – correspondenceEM – EmailAOS – acknowledgement of serviceIW – Initial WritISD – Initial Strategy Document |
| **Main programmes/software used** | e.g.Case management system: Outlook… |
| **Other programmes/software used** | e.g.Pdf docsSnipping tool… |
| **Team’s overall aim** | what is your teams overall goal/objective?e.g. save costs for client insurers in personal injury actionse.g. provide employment advice to members of the publicwhat is your main role in the team? |
| **Team’s main clients** | Name: Email:Name: Email:… |
| **Training Resources** | Where can these be accessed?Where can you book on upcoming training? |
| **How to access library/online databases** | e.g.west law, lexis nexis, practical law etc… |
| **How to record an absence/book a holiday** | What programme? / who to contact? |
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If you have benefitted from this resource, have any feedback or would like to see more please let me know. Feel free to share and connect.



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