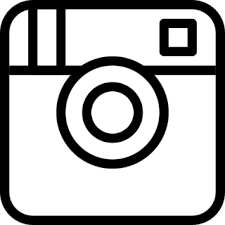
I created a table similar to the below when I began my new NQ Junior Solicitor role and saved it to my desktop for quick reference. It came in so handy to firstly allow me to see what I had found out already from people in my team and what I still needed to know.

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 VPN  sign on to remote server via … |
| **Abbreviations/Acronyms used by team** | e.g.  C sols – claimant solicitors  P sols – pursuers solicitors  C – client  BKR – broker  CORRES – correspondence  EM – Email  AOS – acknowledgement of service  IW – Initial Writ  ISD – Initial Strategy Document |
| **Main programmes/software used** | e.g.  Case management system:  Outlook  … |
| **Other programmes/software used** | e.g.  Pdf docs  Snipping tool  … |
| **Team’s overall aim** | what is your teams overall goal/objective?  e.g. save costs for client insurers in personal injury actions  e.g. provide employment advice to members of the public  what 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? |
|  |  |
|  |  |
|  |  |

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.



@thescottishlawyer