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| **INSTRUCTION FORM**  |
| **Firm**  |  |
| **Fee Earner**  |  |
| **Contact Details** | Phone:Email: |
| **File Reference** |  |
| **Claimant**  |  |
| **Defendant(s)** |  |
| **Records Disclosed** |  |
| **Funding** | (i.e. CFA/ATE inc. ATE policy provider) |
| **Urgent?**(i.e. within 1 week) | [ ] Yes [ ]  No If there a specific date that the work is required by, please state:***Please note - Urgent Hourly Rate will be charged*** |
| **Instructed for** | Please tick the required work. [ ]  Sort[ ]  Paginate[ ]  Index[ ]  Chronology[ ]  Radiology Schedule [ ]  Other If other please specify:  |
| **Summary of case and injuries** |  |
| **Sort** | Are there any records you would like us not to sort?[ ] Yes [ ]  No |
| Updated SortsHow you would like updated records to be added to the existing sort:[ ] Added as new sections at the end of the existing sort *i.e the sort order would be GP, hospital records (from the initial*  *sort) then GP and hospital records from the most recent sort*[ ] “Slotted in” *i.e. records are slotted in to the existing records. Please advise*  *whether you prefer:*[ ]  *page numbers for the full bundle to be updated or* [ ]  *pages added in to read 1, 1.1, 1.2, 1.3, 2 etc*[ ] Added as new sections behind existing sections *i.e the new section of GP records is added after the existing GP*  *records and then each Trust is added after the existing records from*  *that Trust* |
| **Pagination** | Unless specified, pages will be numbered 1-1000. If you would prefer another format, please specify. |
| Once sorted, we can put them in physical folders or we can just work with electronic records once they have been scanned in. [ ]  Electronic records [ ]  Physical records [ ]  BothIf you want physical files returned, please state how you want them returned[ ] Do not return [ ] Courier [ ] Recorded Delivery [ ] DX [ ]  OtherIf other, please specify:*Note - there will be an administrative fee for scanning the records for electronic records.* *Note – as we paginate the records electronically, if you send records to us electronically we will have to print the records twice (i.e. once to sort and once to return to you). You would be charged for each. It is more cost effective to work with electronic records.* |
| If you instruct us to scan the records in electronically, would you prefer:[ ]  All the records scanned as one PDF[ ]  To be scanned in sections of where the records were disclosed from (i.e. GP, NHS Trust)[ ]  To be scanned individually depending on the type of record (i.e. GP correspondence, hospital clinical records etc).  |
| What you would like us to do with blanks and duplicates:[ ]  Return them to yourselves[ ]  For us to confidentially dispose of them  |
| **Chronology** | Please indicate the level of detail you would like in the chronology:[ ] Full Quotes [ ] Summaries [ ] Mixture of Quotes and Summaries  |
| Please detail any specific instructions: |
| **Radiology Schedule** | If required, please state where the discs are from:Would you like the page numbers where the radiology reports are in the records:[ ] Yes [ ] No  |

Many thanks for instructing Burton Legal Services. Should you have any queries or wish to contact us for any reason please see our contact information below. We are available at any time, even outside 9-5.

**The turnaround time for a standard case is 2 weeks from when the quote is approved. This will be charged at £40 per hour (our introductory rate for the first 12 months Burton Legal Services is in business).**

**If the work is instructed on an urgent basis then the turnaround period is 1 week from when the quote is approved. This will be charged at £60 per hour.**

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| Contact | Sally Burton |
| Phone | 07835268553 |
| Email | sallyburton@burtonlegalservices.com |