

Annexure C

Administration of war veterans' matters checklist

To be completed by lawyer

Action	Date
s 37 documents received	
Copy s 37 documents forwarded to LAQ	
s 37 documents perused	
Conferences with client before PC1 (first preliminary conference): <ul style="list-style-type: none"> • Telephone conference (time involved:) • Face-to-face conference (time involved:) 	
Attempts to settle and other contacts with DVA prior to PC1	
Statement of issues lodged with AAT (at least 1 day prior to PC1)	
Date of PC1 (LAQ notified of date)	
Date(s) of medical appointments(s)	
Medical reports(s) due	
Details of other documentation required	

Action	Date
Other required documentation requested (prior to PC1)	
Other required documentation due	
PC2 (second preliminary conference) arranged	
Matter considered complex. Yes / No <i>(please circle)</i>	
Summary of complex issues	
Conferences with client prior to PC2 • Telephone conference (time involved:)) • Face-to-face conference (time involved:))	
Attempts to settle and other contacts with DVA prior to PC2	

Action	Date
Witness statements lodged and served (at least 14 days prior to PC2)	
Experts' reports lodged and served (at least 14 days prior to PC2)	
Client Statement of Facts and Contentions lodged and served (prior to PC2)	
Copy client Statement of Facts and Contentions (prior to PC2) forwarded to LAQ	
Received copy Repatriation Commission Statement of Facts and Contentions	
Copy Repatriation Commission Statement of Facts and Contentions forwarded to	
Date of PC2	
Outcome of PC2 (details)	
Likelihood of success (lawyer/counsel must certify in his/her opinion, prospects of success are greater than 50%)	
Details of expected future conduct of matter (eg mediation, hearing)	