HOUSING LOSS PREVENTION ADVICE SERVICE – IN COURT CLIENT MONITORING FORM

*(Please note: Use of this form is optional. It can be used at court to collect client and case information should you choose to use it.)*

**Case Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Listing County Court: |  | Organisation giving advice: |  | |
| Court room number (where multiple courts are in use. Select ‘N/A’ for Review hearing): |  | Name of individual giving advice: |  | |
| Alternative Hearing Venue (including any off site location and Nightingale Court): |  | Agent or Third Party (Y/N): |  | |
| Date of Session: |  | Session duration: | Morning |  |
| Afternoon |  |
| Clients per Session (nil, single or multiple (2+)): |  | Type of listing - Review or Substantive: |  | |
| Case reference: |  | Time spent on this case: |  | |
| Advice method – in person or remote |  | | | |
| Disbursements (please specify the amount and nature for each individual disbursement, where appropriate. Inclusive of VAT): | 1.  2. | | | |

#### Client information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Forename |  | Surname |  | Date of Birth |  |
| National Insurance Number |  | | | | |

#### (NB. If the client does not have their national insurance number then please leave this field blank.)

#### Equal Opportunities Monitoring

Please tick the boxes which your client would describe themselves as being:

#### Gender

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Prefer not to say |  |

Ethnic Monitoring

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White | British |  | Asian or  Asian British | Indian |  |
| Irish |  | Pakistani |  |
| Other White background |  | Bangladeshi |  |
| Mixed | White and Black Caribbean |  | Other Asian background |  |
| White and Black African |  | Black or Black British | Caribbean |  |
| White and Asian |  | African |  |
| Other Mixed background |  | Other Black background |  |
| Chinese | |  | Other | |  |
| Gypsy/Traveller | |  | Prefer not to say | |  |

#### Disability Monitoring

The Disability Discrimination Act defines disability as: a physical or mental impairment which has a substantial and long-term adverse effect on a persons ability to carry out normal day-to-day activities.

|  |  |
| --- | --- |
| Not considered disabled |  |

If a client considers himself or herself to have a disability please select the most appropriate definition. If the client has multiple disabilities please select the definition that reflects the predominant disability.

|  |  |  |  |
| --- | --- | --- | --- |
| Mental Health Condition |  | Visually Impaired |  |
| Mobility Impairment |  | Blind |  |
| Learning Disability/Difficulty |  | Long-standing Illness/Health condition |  |
| Deaf |  | Other |  |
| Hearing Impaired |  | Unknown |  |
|  |  | Prefer not to say |  |

Completion of this section is voluntary. This will be treated in the strictest confidence and will be used purely for statistical monitoring and research.

**Type of proceedings *(Please tick one proceedings type)***

|  |  |
| --- | --- |
| Possession Proceedings |  |
| Warrant Applications |  |
| Orders for Sale |  |

Tenure *(Please tick one type of tenure)*

|  |  |  |  |
| --- | --- | --- | --- |
| Tenant - Local Authority |  | Tenant - Private |  |
| Tenant - Social Landlord |  | Mortgage |  |

#### Outcome of listed hearing (whether review or substantive)

Please tick the option that best describes the outcome of the case for the client.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Possession Proceedings | Withdrawn by claimant |  | Applications to stay or suspend warrants of eviction | Dismissed |  |
| Dismissed |  | Stayed/suspended |  |
| Adjourned on terms |  | Adjourned |  |
| Adjourned – fixed period |  | Moved from Review to Substantive |  |
| Postponed possession order |  |  | Other |  |
| Suspended possession order |  | Orders for Sale | Granted |  |
| Outright Order |  | Refused |  |
| Time order |  | Moved from Review to Substantive |  |
| Moved from Review to Substantive |  |  | Other |  |
| Other |  |  | | |