

Part 18 Requests for information

Synopsis

When and why should I make a Part 18 Request? How should I respond if I receive one? This course is designed to help lawyers who want to learn the tricks of the trade about Part 18 Requests.

Duration

3 hours

Format

Task based workshop using a realistic case study.

Delegates

Paralegals and lawyers
Maximum 16 per course

Outcomes

As a result of attending the course, you will know:

- when to make a request and how to do it
- which parts of a request warrant a response and which do not
- how to respond

Content

1. Analyse a statement of case and draft a Part 18 Request for information
2. Respond to a Part 18 Request from another party
3. Deal with correspondence and objections from the other party
4. Sanctions on objections
5. Strike out all or part?
6. Tactics – reasons for not making a request