

PRACTICE TRAINING CONTRACT CHECKLIST

Name of Practice Trainee	
Name of Supervising Solicitor	
Name of Singapore Law Practice	
Date of Commencement of Practice Training Contract	

A	Legal Skills	Done	Remarks
1	Client Care and Management		
1.1	Assist in, receive guidance on or review the following:		
1.1.1	Interviewing and taking instructions from clients		
1.1.2	Advising clients and preparing written opinions		
1.2	Receive instruction on or review the following:		
1.2.1	Law on duty of confidentiality owed to clients		
1.2.2	Handling client's funds		
2	Drafting Receive guidance on the following:		
2.1	Drafting general correspondence		
2.2	Drafting court documents, such as any originating process, pleading, summons, order of court or written submission		
2.3	Drafting different types of agreements		
2.4	The proper use of precedents		
3	Conducting Legal Research		
3.1	Receiving guidance on and assist in the conducting of legal research, including the use of online resources		
4	Conducting Due Diligence		
4.1	Assist in or receive guidance on the conducting of due diligence		
5	Case and Transaction Management		
5.1	Receive instruction on or review the monitoring of files		
6	Negotiation Receive instruction on or review the following:		
6.1	Conducting negotiations		
6.2	Advising on settlement		
7	Advocacy		
7.1	Receive formal instruction on advocacy		

B	Professional Responsibility, Etiquette and Conduct	Done	Remarks
1	Conduct Receive guidance on the Legal Profession (Professional Conduct Rules) and the following matters:		
1.1	Conduct towards the bench, court staff, client, witnesses, opponents and other parties		
1.2	Conduct in negotiations, “without prejudice” communications and advising on settlements		
1.3	Conduct in conferences		
1.4	Duty to client; handling conflicts of duty and interest between yourself and your client, and between clients for whom you are jointly asked to act		
1.5	Relations with fellow solicitors, including dealing with situations where a solicitor withdraws and exercises a lien over the client’s papers		
2	Etiquette Receive guidance on the following matters of etiquette:		
2.1	Attire		
2.2	Modes of address		
2.3	Dealing with situations where you are late for court or a conference		
C	Exposure to Areas of Practice		
1	Civil litigation		
1.1	Assist in preparation for an interlocutory application		
1.2	Assist in preparation for a trial of a civil matter		
1.3	Attend a Court of Appeal hearing		
2	Criminal litigation		
2.1	Assist in preparation for a trial of a criminal matter		
3	Corporate practice		
3.1	Assist in a corporate transaction		
4	Conveyancing		
4.1	Assist in a conveyancing transaction		

To the Singapore Institute of Legal Education:

I certify that this Checklist accurately reflects the training which the practice trainee under my supervision has undergone and completed.

Signed: _____ (Supervising Solicitor)

Date: _____