**Our Ref:** {{CASE\_CASENUMBER}}

**Please reply to:** {{user\_city}} office

{{Today \@ dd MMMM yyyy}}

[[Firm Name](https://knowmoreltd.sharepoint.com/:w:/r/_layouts/15/Doc.aspx?sourcedoc=%7B02FCB7FF-250E-4438-8066-1EE5EF1E6B93%7D&file=Referral%20Solicitors%20-%20Civil%20Claims%20-%20Contact%20Details.docx&action=default&mobileredirect=true&DefaultItemOpen=1)]

Attn: [Lawyer Name]

[Addressee Address]

[Addressee Address]

**By email only:** [[Lawyer’s email](https://knowmoreltd.sharepoint.com/:w:/r/_layouts/15/Doc.aspx?sourcedoc=%7B02FCB7FF-250E-4438-8066-1EE5EF1E6B93%7D&file=Referral%20Solicitors%20-%20Civil%20Claims%20-%20Contact%20Details.docx&action=default&mobileredirect=true&DefaultItemOpen=1)]

Dear [INSERT ADDRESSEE NAME],

Client referral – {{case\_account\_name}} (DOB: {{ACCOUNT\_PERSONBIRTHDATE \@ dd/MM/yyyy}})

**[If not previously confirmed with firm]**

We refer {{CASE\_ACCOUNT\_NAME}} for legal advice and ongoing assistance (if deemed appropriate) in relation to his/her/their compensation options arising from childhood sexual abuse [and other abuse type(s) if applicable] perpetrated against him/her/them at [insert institution(s)].

We now **enclose** a table by way of summary background information [and a copy of other document(s) if applicable, e.g. copy of NRSA, records] for your reference.

**Option 1:** If you are able to accept the referral, we advise {{CASE\_ACCOUNT\_NAME}} can be contacted on {{contact\_mobilephone}} or {{contact\_phone}}.

**Option 2:** If you are able to accept the referral, we understand that {{CASE\_ACCOUNT\_NAME}} is currently incarcerated at {{ACCOUNT\_Prison\_Name}} in {{ACCOUNT\_Prison\_Jurisdiction}}.

**[If referral already accepted by firm]**

We thank you for speaking with us on [insert date] and accepting this warm referral for legal advice and ongoing assistance in relation to {{CASE\_ACCOUNT\_NAME}}’s compensation options arising from childhood sexual abuse [and other abuse type(s) if applicable] perpetrated against him/her/them at [institution(s)].

We now **enclose** a table by way of summary background [and a copy of other document(s) if applicable, e.g. copy of NRSA, records] for your reference.

**[For all referrals]**

To assist knowmore in meeting its reporting obligations, and in evaluating the effectiveness of both our own services and the redress options available to our clients, we would be grateful if at the conclusion of {{CASE\_ACCOUNT\_NAME}}’s matter you were able to provide us with brief advice as to the outcome, if he/she/they so instructs.

**[Optional]**

If {{CASE\_ACCOUNT\_NAME}} would like assistance with the National Redress Scheme, he/she/they can contact either of the following Redress Support Services:

|  |  |
| --- | --- |
| **RSS Name 1**  Link: [RSSs](https://knowmoreltd.sharepoint.com/:x:/r/_layouts/15/Doc.aspx?sourcedoc=%7BBF3705E8-DAFC-4A18-849C-E4E8EC16BB46%7D&file=Funded%20RSS%20Warm%20Referral%20Details%202024.xlsx&action=default&mobileredirect=true)  Link: [RSSs (Prisons)](https://knowmoreltd.sharepoint.com/:x:/r/_layouts/15/Doc.aspx?sourcedoc=%7B58563845-75E6-423B-BB15-86E1BEA57880%7D&file=RSS%20Prison%20Referral%20Information%20-%2016.07.2024%20(1).xlsx&action=default&mobileredirect=true&DefaultItemOpen=1) | **RSS Name 2**  Link: [RSSs](https://knowmoreltd.sharepoint.com/:x:/r/_layouts/15/Doc.aspx?sourcedoc=%7BBF3705E8-DAFC-4A18-849C-E4E8EC16BB46%7D&file=Funded%20RSS%20Warm%20Referral%20Details%202024.xlsx&action=default&mobileredirect=true)  Link: [RSSs (Prisons)](https://knowmoreltd.sharepoint.com/:x:/r/_layouts/15/Doc.aspx?sourcedoc=%7B58563845-75E6-423B-BB15-86E1BEA57880%7D&file=RSS%20Prison%20Referral%20Information%20-%2016.07.2024%20(1).xlsx&action=default&mobileredirect=true&DefaultItemOpen=1) |

We would be pleased to receive written confirmation that the referral has been accepted. If you have any queries in the meantime, please do not hesitate to contact me or our paralegal, [name], on {{user\_office\_phone\_number}} or 1800 605 762.

Yours sincerely,

**{{user}}**

{{user\_title}}

##### ENCL.

* Client referral table
* [Other document(s) if applicable, e.g. copy of NRSA, records]

# Referral for legal advice

## Our Ref: {{case\_casenumber}}

|  |  |  |
| --- | --- | --- |
| Client’s details | Current name: | {{CASE\_ACCOUNT\_NAME}} |
| Other known names: | {{account\_known\_by\_other\_names\_\_pc}} {{account\_aliases\_nicknames}} {{account\_known\_by\_other\_names}} {{account\_other\_names}} |
| DOB: | {{ACCOUNT\_PERSONBIRTHDATE \@ dd/MM/yyyy}} |
| Aboriginal and/or Torres Strait Islander: | {{ACCOUNT\_Aboriginal\_Torres\_Strait}} {{ACCOUNT\_ATSI\_Status\_\_pc}} |
| Orders and/or power of attorney in place: | {{account\_do\_you\_have\_a\_legal\_guardian\_\_pc}} {{account\_legal\_guardian\_name\_\_pc}} {{account\_legal\_guardian\_name}} {{account\_guardian\_notes}} {{contact\_guardian\_notes}} {{account\_guardian\_notes\_\_pc}} |
| Known disabilities: | {{account\_experiencing\_any\_disability\_\_pc}} {{account\_ disability}} {{account\_disability\_other}} {{account\_disability\_other}} {{account\_disability\_\_pc}} {{account\_disability\_other\_\_pc}} |
| Literacy: | {{account\_literacy\_skills}} |
| Address: | {ACCOUNT\_PERSONMAILINGSTREET}}  {{account\_personmailingcity}} {{account\_personmailingstate}} {{account\_personmailingpostalcode}} |
| Prisoner ID: | {{account\_prison\_id}} |
| Expected release date: | {{ACCOUNT\_RELEASE\_DATE \@ dd/MM/yyyy}} |
| Phone: | {{CONTACT\_MOBILEPHONE}} {{ACCOUNT\_MOBILEPHONE}} {{account\_mobile}} |
| Email: | {{account\_personemail}} |
| Contact instructions: | {{account\_contact\_instructions}} {{account\_ contact\_flag}} |
| Brief details of institutional abuse |  | |
| Institutional information |  | |
| Perpetrator information |  | |
| Records |  | |
| Prior compensation |  | |
| Scheme eligibility concerns: | Include information about any identified eligibility concerns for the client regarding applying for the National Redress Scheme.  [Where client has SCC(s)]: {{CASE\_ACCOUNT\_NAME}} instructs that he/she/they has/have previously been sentenced to [sentence duration] imprisonment for [name of offence(s)].  [Include information about date of the offence(s), rehabilitation efforts, and other relevant factors, if known. Also note impending SCCs.] | |
| Client current supports |  | |
| Referral needs | Thank you for advising {{CASE\_ACCOUNT\_NAME}} about his/her/their compensation options, including for instance:   * A civil claim * Name of institutional redress scheme or other form of compensation or class action, if applicable. | |
| knowmore involvement | knowmore’s involvement will cease upon acceptance of this referral | |
| Other relevant matters | [e.g. Scheme/offer time limitation dates] | |