





SJRP - PRISON REFORM PROJECT

PARALEGALS DAILY ACTIVITIES REPORT

NAME:	REF. NO.:	STATE	
EMAIL:	MOBILE:	DATE:	

SECTION 3 (To be completed by the Court Paralegal Team)

PERFORMANCE INDICATORS	#	PERFORMANCE INDICATORS	#
Number of Court Visits Carried Out		Number of Court Adjournment Cases Monitored	
Number of ATPs Legal Representation in court Tracked		Number of ATP Data Cross Checked//follow up in Court	
Number of Stalled Cases Taken Action On		Number of None Perfected Bail Cases Taken Action On	
Number of persons with no Legal Representation assigned Pro Bono Lawyers		Number of Court Hearing / Next Adjourned Date Notifications Communicated to Prison/ATPs, Defense Lawyers, Prosecutors and Other Court users	
Total Number of Cases that the Lawyer(s) handling their case(s) were contacted		Total Number of feedback/updates from lawyers received	
		Total Number of Cases in Court Assisted by the Court Paralegal Team	

SECTION 6 (To be completed by the Program Officer/ Program Assistant)

PERFORMANCE INDICATOR	#				
Total number of Inmates Assisted by the Prison Paralegal Team					
Total Number of Inmates Assisted by the Family Link Paralegal Team					
Total Number of Cases in Court Assisted by the Court Paralegal Team					
Total Number of Cases Assisted by the Prosecuting Agencies Paralegal Team					
Total Number of Cases Assisted by the Pro Bono Lawyers					
Total Number of Cases Assisted by the Pro Bono Lawyers					
TOTAL OF ALL CASES ASSISTED THROUGH THE PRP/ATP INTERVENTIONS					







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PARALEGALS AND PROBONO LAWYERS DAILY ACTIVITIES REPORT

DAILY NARATIVE REPORT