

**THE LAW SOCIETY OF SINGAPORE**

**PRACTICE DIRECTION 7.1.1**

*[Formerly PDR 2013, para 53; PDR 1989, chap 1, para 58]*

**CONFIRMING INSTRUCTIONS AND KEEPING ATTENDANCE NOTES**

**A. Confirming Instructions with Clients**

In cases where more than one client is involved, it would be advisable to send all correspondence to each of the clients separately.

**B. Attendance Notes**

Legal practitioners are required to maintain contemporaneous notes of their dealings with clients, even for routine matters, as this would be an exercise in precaution and prudence. The attendance notes will be of real assistance in clarifying matters and corroborating a legal practitioner's testimony in the event of a dispute over what has transpired. Without these notes, the court may draw an adverse inference against the legal practitioner's testimony of events. The court has emphasised the need for attendance notes especially when a legal practitioner is dealing with multiple clients.

Date: 1 June 2018

**THE COUNCIL OF THE LAW SOCIETY OF SINGAPORE**