实习人员提交纸质版材料

汇总目录表

|  |  |  |  |
| --- | --- | --- | --- |
| 序号 | 名称 | 份数 | 备注 |
| 1 | 《实习人员登记表》(粘贴1寸照片) | 3 |  |
| 2 | 《实习人员信息登记表》（系统打印） | 1 |  |
| 3 | 实习证原件 | 1 |  |
| 4 | 省律协《实习人员集中培训结业证书》复印件 | 1 |  |
| 5 | 《实习鉴定书》 | 1 |  |
| 6 | 实务训练考核材料（目录+材料） | 1 |  |
| 7 | 实习日志（150篇，每篇有点评） | 1 |  |
| 8 | 业务案卷材料（1目录+5卷宗） | 1 |  |
| 9 | 《实习面试申请书》 | 1 |  |

实务训练项目证明材料目录

一、签订委托代理合同（5次）

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 序号 | 类别 | 案由 | 委托人 | 代理阶段 | 代理律师 |
| 1 | 民事 |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

二、整理卷宗归档（5次）

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 序号 | 类别 | 案由 | 当事人 | 承办律师 | 归档号 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

三、接待当事人（15次）

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 序号 | 时间 | 地点 | 当事人 | 事项 |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |

四、法律事务（8次）

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 序号 | 类别 | 时间 | 委托人 | 法律事项/案由 | 承办律师 |
| 1 | 民事 |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 序号 | 案号 | 案由 | 原告/上诉人 | 被告/被上诉人 | 承办律师 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

业务案卷目录