### horizontal line**College of Law File Note**

#### **1. Student/Case Details**

* **Student/Case Name**: [Full Name or Case Reference]
* **ID/Reference Number**: [Unique ID]
* **Subject/Area of Law**: [Relevant Subject]
* **Date of Note**: [DD/MM/YYYY]

#### **2. Purpose**

* **Objective**: [Reason for the note, e.g., case briefing, academic record, internship feedback, etc.]

#### **3. Summary**

* **Key Points**: [Summarize the topic or case details]
* **Critical Details**: [Highlight essential aspects like case outcomes, academic performance, or observations]

#### **4. Follow-Up**

* **Actions Required**: [Specific steps for the student, faculty, or legal team]
* **Deadline**: [Deadline for actions, if any]
* **Responsible Parties**: [Names/Roles]

#### **5. Remarks/Notes**

* [Any additional comments or relevant information]

### **Signature/Approval**

* **Prepared By**: [Name/Signature/Role]
* **Approved By**: [Name/Signature/Role]
* **Approval Date**: [DD/MM/YYYY]