

# Osprey Approach: Litigation Data Entry Workflow

This help guide was last updated on  
Aug 6th, 2024

The latest version is always online at  
<https://support.ospreyapproach.com/?p=33241>

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### GENERIC CLIENT DETAILS FW\_LIT

Client salutation

Is client applicant or respondent?

Please select ▼

- Please select
- Applicant
- Respondent
- Applicant 2

Parties v Parties - add all party names here

### CLIENT 1 DETAILS FW\_LIT

Client 1 gender

Please select ▼

- Please select
- Male
- Female

Client 1 date of birth


Select a date 📅

Client 1 NI number

Client 1 Occupation

**CLIENT 2 DETAILS FW\_LIT**

Client 2 gender

Please select 

- Please select
- Male
- Female

Client 2 date of birth

Select a date 


Client 2 NI number

Client 2 Occupation

 **Submit** **Cancel**


### CLIENT 3 DETAILS FW\_LIT

Client 3 gender

Please select 

- Please select
- Male
- Female

Client 3 date of birth

Select a date 


Client 3 NI number

Client 3 Occupation

 Submit

### CLIENT 4 DETAILS FW\_LIT

Client 4 gender

Please select 

- Please select
- Male
- Female

Client 4 date of birth

Select a date 

Client 4 NI number

Client 4 Occupation

 Submit

**OTHER SIDE 1 DETAILS FW\_LIT**

Other side 1 title

Other side 1 initials

Other side 1 forename

Other side 1 surname

Other side 1 address

Other side 1 address line 1

Other side 1 address line 2

Other side 1 address line 3

Other side 1 address line 4

Other side 1 address postcode

Other side 1 phone number

Other side 1 mobile number

Other side 1 email address

Other side 1 gender

Please select ▼

- Please select
- Male
- Female

Other side 1 date of birth

**OTHER SIDE 2 DETAILS FW\_LIT**

Other side 2 title

Other side 2 initials

Other side 2 forename

Other side 2 surname

Other side 2 address

Other side 2 address line 1

Other side 2 address line 2

Other side 2 address line 3

Other side 2 address line 4

Other side 2 address postcode

Other side 2 phone number

Other side 2 mobile number

**OTHER SIDE 3 DETAILS FW\_LIT**

Other side 3 title

Other side 3 initials

Other side 3 forename

Other side 3 surname

Other side 3 address

Other side 3 address line 1

Other side 3 address line 2

Other side 3 address line 3

Other side 3 address line 4

Other side 3 address postcode

Other side 3 phone number

Other side 3 mobile number



**OTHER SIDE 4 DETAILS FW\_LIT**

Other side 4 title

Other side 4 initials

Other side 4 forename

Other side 4 surname

Other side 4 address

Other side 4 address line 1

Other side 4 address line 2

Other side 4 address line 3

Other side 4 address line 4

Other side 4 address postcode

Other side 4 phone number

Other side 4 mobile number

Other side 4 email address

**OTHER SIDE 1 COMPANY DETAILS FW\_LIT**

Other side 1 Company Name

Other side 1 address

Other side 1 address line 1

Other side 1 address line 2

Other side 1 address line 3

Other side 1 address line 4

Other side 1 address postcode

Other side 1 phone number

Other side 1 mobile number

Other side 1 email address

**OTHER SIDE 2 COMPANY DETAILS FW\_LIT**

Other side 2 Company Name

Other side 2 address

Other side 2 address line 1

Other side 2 address line 2

Other side 2 address line 3

Other side 2 address line 4

Other side 2 address postcode

Other side 2 phone number

Other side 2 mobile number

Other side 2 email address

 Submit

Cancel

**OTHER SIDE 3 COMPANY DETAILS FW\_LIT**

Other side 3 Company Name

Other side 3 address

Other side 3 address line 1

Other side 3 address line 2

Other side 3 address line 3

Other side 3 address line 4

Other side 3 address postcode

Other side 3 phone number

Other side 3 mobile number

Other side 3 email address

**OTHER SIDE 4 COMPANY DETAILS FW\_LIT**

Other side 4 Company Name

Other side 4 address

Other side 4 address line 1

Other side 4 address line 2

Other side 4 address line 3

Other side 4 address line 4

Other side 4 address postcode





Other side 4 phone number

Other side 4 mobile number

Other side 4 email address

### COURT DETAILS FW\_LIT

Court

None selected    





None selected

Case Number

 Submit 

### COUNSEL DETAILS FW\_LIT

Counsel

None selected    





None selected

Counsel Ref

 Submit 





### OTHER SIDE SOLICITOR 1 DETAILS FW\_LIT

Other side solicitor 1 contact

None selected    



None selected

Other side solicitor 1 organisation

None selected    




None selected

Other side solicitor 1 reference




 Submit 

**EXPERTS FW\_LIT**




Expert 1

None selected	▼			
None selected				




Expert 2

None selected	▼			
None selected				




Expert 3

None selected	▼			
None selected				

Expert 4

None selected	▼			
None selected				

Expert 5

None selected	▼			
None selected				

 Submit	Cancel
--	--------