

Osprey Approach: Litigation Data Entry Workflow

This help guide was last updated on Jul 7th, 2023

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	\sim
Please select	
Applicant	
Respondent	
Applicant 2	
Parties v Parties - add all party names here	
Submit Cancel	

ALLOCATE A CUSTOM QUESTIONNAIRE

CLIENT 1 DETAILS FW_LIT

Client 1 gender

Please select	\sim
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	\sim
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	\sim
Please select	
Male	
Female	
Client 3 date of birth	
Select a date	Ē
Client 3 NI number	
Client 3 Occupation	
Submit Cancel	

CLIENT 4 DETAILS FW_LIT

Client 4 gender

Please select	\sim
Please select	
Male	
Female	
Client 4 date of birth	
Select a date	
Client 4 NI number	
Client 4 Occupation	
Submit Cancel	

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	
i ellidie	

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 posteode
Other side 1 address postcode
Other side 1 phone number
Other side 1 mobile number
Other side 1 email address
Submit Cancel

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



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

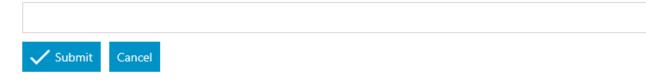
Other side 4 address line 4

Other side 4 address postcode

Other side 4 phone number

Other side 4 mobile number

Other side 4 email address



COURT DETAILS FW_LIT



ALLOCATE A CUSTOM QUESTIONNAIRE

COUNSEL DETAILS FW_LIT

Counsel		
None selected	<mark>ہ ج</mark> ~	∥ +
None selected		
Counsel Ref		
Submit Cancel		

ALLOCATE A CUSTOM QUESTIONNAIRE

OTHER SIDE SOLICITOR 1 DETAILS FW_LIT

Other side solicitor 1 contact				
None selected	~	Q	Ø	+
None selected				
Other side solicitor 1 organisation				
None selected	~	Q	Ø	+
None selected				
Other side solicitor 1 reference				



EXPERTS FW_LIT

