



# 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>



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

✓ Submit

Cancel

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

✓ Submit

Cancel

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

Cancel

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

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

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

 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



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

 Submit

Cancel

**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




 Submit

Cancel

### COURT DETAILS FW\_LIT

Court

None selected

None selected




Case Number

 Submit
Cancel

### COUNSEL DETAILS FW\_LIT

Counsel

None selected

None selected




Counsel Ref

 Submit
Cancel

### 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
Cancel

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