5528-354 FEBRUARY 2015

Level 3 Diploma in Legal Administration - Proofreading Test Answer

Part 1

1st passage

Criminal Damage in Newshire from 04–2009 to 09–2012

Criminal damage refers to crimes where a person intentionally or recklessly destroys or causes damage to another person's property. Criminal damage, often referred to as vandalism, includes graffiti, arson and other forms of damage to property or vehicles.

Incidents (with Home Office Codes)

Arson (455) – 56
Criminal damage to a dwelling (3,098) – 58A
Criminal damage to a vehicle (6,213) – 58C
Other criminal damage (9,478) – 58D
Racially or religiously aggravated criminal damage to a vehicle (4,672) – 58G
Threat or possession with intent to commit criminal damage (5,768) – 59

2nd passage

Criminal Damage in Newshire from 04–2009 to 09 –2012

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Racially or religiously aggrevated criminal damage to a vehicle (4.672) – 58G
Threat or possession with intent to commit crimnal damage (5,768)– **59**

(15 marks)

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Part 2

WHAT IS A SMALL CLAIMS CASE

It is a defended case which the court has allocated to the small claims track. This is mainly **dependant** upon the financial value of the case. In most instances the court will not order a **solicitors**' costs to be paid by the **loosing** party and, if you instruct a **solictor**, you will be **responsble** for paying the costs yourself.

The case will normally be allocated to the small claims track if its value is £10,000 or less. However if it is a personal injury claim it will be allocated to the small claims track only if the value of the claim for the **personel** injuries themselves **are** not more than £1,000. If the claimant is a **tennant** who is claiming against their landlord because they want their landlord to carry out work to the premises, and the cost of the repairs is £1,000 or less, the case will be allocated to the small claims track.

The most common types of claim in the small claims track is:

- compensation for faulty services provided, for example, by builders dry cleaners or garages,
- compensation for faulty goods, for example, televisions or washing machines which go wrong,
- landlords and tenants disputes; these could be related to rent arears or compensation for not carrying out necesary repairs,
- Wages owed or money in leiu of notice

Where a case is complex it could be **refered** by the judge to another track for a full hearing, even if it is below the **financail** limit of that track.

If court action is taken it must be done within certain time restraints. The time limit depends upon what type of action is being taken. For example, the time limit for **breech** of contract is six **year's**. If you are in any doubt always consult a solicitor or an **independant** adviser such as the **Citizen's Advise** Bureau.

Write the correct answers below

CASE?

dependent
dependent solicitor's
losing / solicitor
losing / solicitor responsible
Justified left margin
However,
personnel
is
tenant
are
builders,
landlords' / tenants'
arrears
necessary
wages / lieu / notice.
referred
financial
breach
years
independent Citizens'
Citizens'
Advice

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It is essential that, before taking court action; you first try to resolve the matter. If you have bought an electrical appliance and it fails to work then you must contact the shop where you brought the appliance rather than immediately applying to the court for compensation. Court action should only be necessary if you cannot solve the problem by negotiation. If the problem cannot be resolved you will be expected to make your claim in writting, giving the other person a reasonable time to reply (usually a month]. You should worn them that court action will be taken if they fail to reply within the given time.

It may be possible, if the other party agrees, to settle the matter by mediation. This is where a mediator (an **inpartial** third party) helps both parties reach a mutually-**agreeeable** solution to the problem. **Occasionallly**, the court might refer your case to a mediator even if you have started a claim. There is a mediation officer based at the court for small claims cases. This service is free once the court application fee has been paid.

Write the correct answers below

action,
bought
writing
writing month)
warn
Walli
impartial
agreeable Occasionally
Occasionally

Words: 497