Whitcombe Ashby Family Law LLP - Case Deadline Tracker

FICTIONAL FIRM AND CLIENTS (surnames only). Amber = due within 7 days. Red = overdue. Grey = done. Dates are UK format (DD/MM/YYYY). Days left and Alert are calculated from the "Tracker as at" date in B4; type =TODAY() there to run the tracker live.

Tracker as at	29/10/2026	*Simulation week of the fictional firm (blue cell = input).*	
Overdue	0	**Due within 7 days**	15

Matter	Task	Due date	Status	Days left	Alert	Owner	Next action
Kalu	Chase Mrs Kalu: 12 months of bank statements for Form E (third request)	30/10/2026	In progress	1	Due within 7 days	Nkiruka Onyiri	Phone and email Mrs Kalu; record any reply in Clio
Kalu	Chase Northbridge Pension Services for pension valuation (CETV)	06/11/2026	Not started	8	On track	Nkiruka Onyiri	Send chaser with the original request reference
Kalu	Send draft Form E to Helena marked 'ready for review'	20/11/2026	Not started	22	On track	Nkiruka Onyiri	Start once bank statements and valuation are in
Kalu	Instruct valuer Dayo Fashola for Croydon flat valuation; confirm report date	03/11/2026	Not started	5	Due within 7 days	Nkiruka Onyiri	Send instruction email; diarise report date
Kalu	Prepare hearing bundle index for First Appointment (PD27A)	18/12/2026	Not started	50	On track	Nkiruka Onyiri	Build index template; fill as documents arrive
Kalu	Email Eleanor Quinn (counsel's clerk) to confirm counsel availability on 08/01/2027	05/11/2026	Not started	7	Due within 7 days	Nkiruka Onyiri	Email the clerk; diarise the reply
Palmer	Stage consent order package (order, D81, PBA fee) for Helena to review and submit	29/10/2026	Done	0	Done	Nkiruka Onyiri	None - saved in Clio for Helena
Palmer	Helena to approve and submit consent order on MyHMCTS	04/11/2026	With Helena	6	Due within 7 days	Helena Whitcombe	Helena reviews at Tuesday file review (03/11)
Palmer	Move final mediation session so it does not clash with Helena's court day; confirm with all parties	30/10/2026	In progress	1	Due within 7 days	Nkiruka Onyiri	Confirm new slot with all parties; update calendar
Douglas	Check MyHMCTS / email for sealed consent order; save and rename on receipt	06/11/2026	Not started	8	On track	Nkiruka Onyiri	Check portal and inbox; save to Clio
Douglas	Update client with approved wording once sealed order is received	09/11/2026	Not started	11	On track	Nkiruka Onyiri	Use approved wording; Helena to confirm
Douglas	Close file note and send final bill reminder if unpaid	13/11/2026	Not started	15	On track	Nkiruka Onyiri	Check ledger with cashier before sending
Adeyemi	Check MyHMCTS for acknowledgement and next directions; update tracker	04/11/2026	Not started	6	Due within 7 days	Nkiruka Onyiri	Check portal; update this tracker and the e-filing tracker
Adeyemi	Send client update (approved template) on divorce application status	27/10/2026	Done	-2	Done	Nkiruka Onyiri	None - update sent
Mensah	Call-back to Ms Mensah - Helena (20 min)	30/10/2026	With Helena	1	Due within 7 days	Helena Whitcombe	Helena to call; log outcome in Clio
Mensah	Research note for Helena: is a MIAM needed before a C100 and what are the exemptions? (sources + what I am unsure about)	02/11/2026	In progress	4	Due within 7 days	Nkiruka Onyiri	Finish note with sources and list of open questions
Mensah	Send client care pack and ID/AML request after Helena's decision	02/11/2026	Not started	4	Due within 7 days	Nkiruka Onyiri	Wait for Helena after the call-back
Osei	Call-back to Mrs Osei - Helena (20 min)	30/10/2026	With Helena	1	Due within 7 days	Helena Whitcombe	Helena to call; log outcome in Clio
Osei	Finish conflict check for Osei names and record result	30/10/2026	In progress	1	Due within 7 days	Nkiruka Onyiri	Complete remaining names; record result in Clio
Osei	Research note for Helena: jurisdiction questions where husband partly lives in Ghana (sources only, no conclusions)	06/11/2026	Not started	8	On track	Nkiruka Onyiri	Gather sources only; no conclusions
Ibekwe	Send financial disclosure request letters (after Helena approves wording)	03/11/2026	In progress	5	Due within 7 days	Nkiruka Onyiri	Draft letters; send once Helena approves wording
Ibekwe	Send first draft pre-nuptial agreement to Ms Ibekwe after Rupert's review	10/11/2026	Not started	12	On track	Priya Nair	Send after Rupert has reviewed
Ibekwe	Schedule review meeting with Ms Ibekwe (Zoom) and Wren & Cole call	12/11/2026	Not started	14	On track	Nkiruka Onyiri	Offer Zoom slots; diarise both calls
All	Prepare Tuesday file-review list for Helena	03/11/2026	Not started	5	Due within 7 days	Nkiruka Onyiri	Pull open matters from Clio on Monday
All	Daily handover note: done, waiting, questions	30/10/2026	Not started	1	Due within 7 days	Nkiruka Onyiri	Send at the end of each working day
Kalu	Remind client: KAL-001 invoice was due 26/10/2026 (gentle reminder, approved wording)	02/11/2026	Not started	4	Due within 7 days	Nkiruka Onyiri	Send approved reminder wording

Case Expenses (disbursements) - illustrative amounts

FICTIONAL. Amounts are invented to practise a SUM formula; they are not real fees or prices.

Matter	Date	Description	Amount (GBP)
Adeyemi	17/09/2026	Court fee - divorce application (PBA). Fictional amount: check current fee table	£612.00
Kalu	06/10/2026	Court fee - Form A (PBA). Fictional amount: check current fee table	£275.00
Douglas	13/10/2026	Court fee - consent order application (PBA). Fictional amount	£60.00
Kalu	20/10/2026	Pension valuation request - provider charge. Fictional amount	£250.00
Kalu	23/10/2026	Property valuation instruction - valuer fee. Fictional amount	£350.00
Palmer	22/10/2026	Mediator - this party's share of final session. Fictional amount	£85.00
Palmer	27/10/2026	Courier - hard copies to counsel's clerk. Fictional amount	£18.50
		TOTAL EXPENSES	**£1,650.50**
		Subtotal - Kalu	**£875.00**
		Subtotal - Palmer	**£103.50**

Court fees shown are placeholders; use the current official fee table. The cashier handles client money - this sheet only lists expenses.

How to use this tracker

Blue cells are inputs. Everything else is calculated.

1. Set "Tracker as at" (Deadlines!B4). It holds the simulation date of the fictional firm; type =TODAY() to run the tracker live.

2. Update Status from the drop-down (Not started, In progress, With Helena, Done). Nothing else needs typing.

3. Days left and Alert calculate from the due date and the "Tracker as at" date. Rows turn amber when due within 7 days, red when overdue and grey when Done.

4. The counts at the top (Overdue, Due within 7 days) update by themselves.

5. Every open task has a Next action so that nothing sits without an owner.