**Template Case Summary Table**

© Dr Jing (William) Guo, qualified Dutch lawyer (*advocaat*) and founder of Jing Law Firm[[1]](#footnote-1)

This template helps you summarise your case clearly and concisely in chronological order for an intake meeting with a lawyer. Please fill out each section accurately. For more guidance on preparing for an intake meeting, watch Dr Guo’s video at <https://youtu.be/zZum5-HjJU0?si=DScuWyNMLSgErydd> or read his blog at <https://eng.jinglawfirm.nl/intake/>.

I. **Parties[[2]](#footnote-2)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Remarks / Other Relevant Information** |
| [Enter your own name here] |  |  |
| [Enter the opposing party’s name here] |  |  |

**II. Essence[[3]](#footnote-3)**

[Summarise the key aspects of your case here]

**III. Key Facts in Chronological Order**

| **No.** | **Date** | **Event Description[[4]](#footnote-4)** | **Evidence / Documents** | **Remarks** |
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**IV. My Position and Desired Outcome[[5]](#footnote-5)**

| **No.** | **Position / Desired Outcome** | **Reasons / Considerations** |
| --- | --- | --- |
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1. Dr William Guo is a qualified Dutch lawyer (*advocaat*) and the founder of Jing Law Firm. He holds a Ph.D. from the University of Amsterdam, a Magister Juris (Master of Laws) from the University of Oxford and an LL.B. and LL.M. from Leiden University. His key areas of practice include Dutch employment law, contract law, corporate law and criminal law. To learn more about Dr Guo, visit: <https://eng.jinglawfirm.nl/about/>. [↑](#footnote-ref-1)
2. This template assumes that you have a legal dispute with one other party. If additional parties are relevant, you can include their details in this section. [↑](#footnote-ref-2)
3. If your case is not too complex and the key facts summary table in Section III is relatively short, you may not need to summarise it in this section. However, if the facts are complex and the key facts summary table is quite lengthy, you might find it helpful to use AI tools such as ChatGPT to draft a summary, which you can then adjust as needed. [↑](#footnote-ref-3)
4. Describe what factually happened, focusing on key events relevant to your case. [↑](#footnote-ref-4)
5. In this section, describe your position on the case and what outcome you hope to achieve. Be as specific as possible. Under “Position / Desired Outcome”, outline what you believe is fair or justified. Under “Reasons / Considerations”, explain why you hold this position or why certain outcome is of particular importance to you. [↑](#footnote-ref-5)