

## INSPECTOR NOTE

**Building:**  
**Street:** 2 XHALANGA AVENUE  
**Suburb:** DUNOON  
**Postal Code:** 7441  
**Date:** 2024-02-12  
**Time:** 12:18  
**Inspector:** NICOLE VENTER

**Type:** DOCKET DISCUSSION  
**Follow-Up Date:** 2024-03-20  
**Comments:** REVIEW CASE (ON WT, DRIVE + REGISTER, & COPY DOCKET)

## 1. CASE REVIEW

I will focus on fully reviewing this case on Wednesday, 20 March 2024. Most cases I have to follow up on have not been adequately uploaded so I often have to fish in various places to collect all the information and previous correspondence. When I review this case, I will be going through any emails I may have (or even Jason's emails as he has Alwyn's old email address), I will be going through the drives, the notes and uploads on WT, and the various care registers on the drive. I will then reorganise a folder for this case on the drive and thereafter uploaded all correspondence and content onto WT so that everything, including the copy docket content, is accessible from one place.

## 2. CASE FOLLOW UP

After I have collected all relevant documents and correspondence and I am up to date on the case, an email will be sent to the state departments and a paper trail created accordingly. The paper trail is important establish as we will be using it in our joint efforts with Brigadier Mong-Jonker (WC Provincial Head) and Advocate Bell (Western Cape Director of Prosecutors) to ensure higher success rates with our cases. The email sent will be filed and uploaded to WT immediately after I send it.

**Captured By:** Nicole Venter 2022-02-14 09:44