

## Guidance notes for Public Access

When you have collected together the following items, please email or post to the clerk to your specified barrister;

- Your name, full postal address and full contact details. We will need this information for the form of agreement for you to engage one of our barristers.
- a letter or statement or instructions
  - setting out **as clearly as possible** and **in date sequence**
    - significant events from beginning to end,
    - who is who, what their role is, and who owns what,
    - full details of the dispute and who claims what,
    - any points that you or anyone else thinks are significant,
  - listing the questions on which you wish a barrister to advise, and
  - saying whether you wish the barrister to advise in writing or you wish to discuss the matter at a preliminary meeting at Guildhall Chambers
- **copies (in colour if the item is in colour) of**
  - *the court, tribunal, inquiry, arbitrator, etc. papers including any notice of hearing, **in date sequence, earliest at the front,***
  - *Legal documents **in date sequence, earliest at the front***
  - *significant and informative correspondence, letters containing complaints and arguments, **page numbered in date sequence, earliest at the front***
  - *any applicable insurance policy, such as for legal expenses insurance,*
  - *any expert report, even if only a preliminary draft or letter,*
  - *any significant or helpful maps and plans or organisation diagrams, and*
  - *any significant or helpful photographs **in date sequence and numbered,** with a plan, sketch or description of when, from where, and in which direction, each was taken. Also any useful audio recordings or video.*

Please keep the items that you already have. Send only good copies or scans for the barrister's use. **Please do not post (or deliver) any original item or your only copy of anything.**

Confidential documents will remain confidential, subject to legal requirements.

Please address post and e-mails to the barrister's clerk in the first instance to ensure that your correspondence and instructions are properly recorded on the Chambers system. The clerks will also be able to advise if your barrister is absent from chambers or heavily engaged with other cases and unable to respond immediately. Similarly, when telephoning chambers, please ask to speak to the barrister's clerk.