

BARRISTER FOR ME

Legal services direct to the public

FOUR STEP PROCESS

1234

*Our simple
step-by-step guide*

Welcome

Save time and money by instructing a Public Access Barrister to advise and represent you at Court.

Based at our chambers in East Sussex, our Public Access clerks are waiting to assist you. They will happily recommend which Public Access Barrister is best placed to help you.

01 *Submit an enquiry form*

Step 1 is to fill out and submit the appropriate [enquiry form](#) which is designed to collect as much information about your case as possible. This information will be used to help us identify the Public Access Barrister best placed to represent you.



02 *Speak to a Clerk*

Having considered carefully the information in your completed enquiry form, one of our Public Access clerks will contact you to let you know if your case is suitable for a Public Access Barrister or whether it would be better dealt with by a Solicitor. If a Public Access Barrister can do it, then the Public Access Clerk will explain how the process works, who the most appropriate Public Access Barrister for your case is and how much it will cost.



03 *Your Client care letter*

Once the appropriate Public Access Barrister has agreed in principle to represent you, you will be sent a 'client care letter'. This will set out in detail the work you have requested the Public Access Barrister to do for you, what he will be able to do to help, and the fee the Public Access Barrister will charge to advise or represent you. These fees must be paid in full before the Public Access Barrister is permitted to start any work. This fee may be variable (e.g. fixed, hourly) depending on the requirements of the case.



04 *Instructing a Barrister*

If you wish to go ahead and instruct one of our Public Access Barristers to advise you or represent you at a Court hearing, you will be sent our terms of business and asked to pay the fee agreed for the barristers involvement. Once payment has been received your Barrister will start working for you. Payment can be made by debit , credit card or by BACS and there is one off administration charge of £25 plus VAT payable at the point a file is opened. Where applicable, the barrister's VAT number is available on request.

