

## Welcome

Below is an outline of what you can expect but our specially trained Clerks will be able to talk you through the process for directly instructing a barrister.

### Step 1. Submit an enquiry form

Fill out our form, designed to collect as much information as possible about your case. Our Clerks use this to note any deadlines, estimate costs and identify the best Direct Access Barrister for you. It is helpful to have the names of the opposition (if you know them), what stage you are at and the court you are to appear at (if relevant).

### Step 2. Speak to a Clerk

After carefully reviewing your form, a specially trained Clerk will get in touch to confirm if your case is suitable for one of our Direct Access Barristers. If we can take your case, they will explain the process in more detail and recommend a Direct Access Barrister best placed to represent you. At this stage they can provide an estimate of costs, approximate time frame as well as confirm any more details they should know.

This is formally set out in the next step – our client care letter.

### Step 3. Your Client care letter

Once our Direct Access Barrister has agreed in principle to represent you, you will be sent a 'client care letter'. This sets out in detail the work you have requested be done for you, what that specific barrister will be able to do and the fee/cost for this work. This must be paid in full before the Direct Access Barrister is permitted to start any work.

Costs vary depending on the requirements of each case, seniority of the barrister and amount of work/time needed. Costs can be either a fixed fee for agreed upon work or an hourly rate with an agreed upon limit. Find out more on the practice area FAQs on our website. The letter will contain information on the cost, how to pay, cancellation fees and refunds. It also states what happens if additional work and costs are required so there are no 'hidden fees'.

### Step 4. Instructing a Barrister

If you want to go ahead after agreeing to your client care letter, it's time to instruct your Direct Access barrister. Our Clerks will send you our terms of business and it's up to you to pay the agreed upon fee as well as any confirmed administration charges by Debit, Credit or BACS payment (details here). This will either be a fixed fee for representation or advisory/drafting work or an hourly rate with an agreed upon limit. Once payment has been received, our Direct Access Barrister gets to work on your case.

As Barristers undertake all their work personally, there may be times when they are unavailable or an unexpected Court commitment affects the proposed timeline. Our Clerks will keep you up to date if there are any potential delays or changes which may affect you so you know where you stand.

### Resources

Find out about the Public Access Guidance for Lay Clients on the Bar Standards Board website [here](#). You can also review a list of authorised barristers on the Bar Council's Barrister's Register [here](#).