

Clerksroom Online – Booking System

User notes dated 26th January 2013

Visit www.clerksroom.com and click on “Online Booking” or visit <http://online.clerksroom.com/>

1. **Login**, if you have a username and password
2. **Sign up**, if you don't have a username or password
3. **Forgotten your username or password**, click on the link and we will send you a reminder

Login to your home page.

You can now:

- (1) Add a hearing – Click the add a hearing link
- (2) Select Preferences – Tick to “block” a chambers or barristers within a chambers from accepting your work. Just click on preferences and tick the specific details
- (3) Manage your account or password

What happens next?

- (1) Clerksroom will review your case and accept it for a member of clerksroom, offer it to an associate member of clerksroom who will be asked to reply within 2 hours, or move to the public site where it is offered to 180+ chambers.
- (2) Once accepted, you will be notified by email to confirm the name of the advocate who has accepted your case.
- (3) We have then put you in touch with the advocate willing to do your case for the fee proposed. You now deal with the advocate or clerk directly.

Please remember that this is a free service provided by Clerksroom to find you an advocate at the fee you propose. Once a case has been accepted by another firm or chambers, clerksroom will not be involved further. Please do read our Legal Notice on online system home page and the About the service page also on the home page for further information.

Stephen Ward
MD, Clerksroom