

Quick start guide to using Clerksroom Online Booking

(1) Visit: www.clerksroom.com

(2) Add your work email address where it says “book a hearing online now”

(3) Click “Find my Barrister”

(4) Enter the time, date & duration

(5) Select the court from the drop-down list

(6) Add the claim number (court reference), claimant & defendant

(7) Select the type of law (Civil, Family or Public Access)

(8) Select the type of hearing from the listed for list

(9) Select funding type from “Private 30 days”, “CFA” or “Panel terms” where your firm has panel agreement in place.

(10) Representation allows you to confirm which party you act for

(11) Choose the most appropriate area of law

(12) Confirm your file reference

(13) Propose a fee

(14) Notes can be used to confirm if you have a specific Barrister in mind, need to confirm any details or wish to add any note you feel we should know about when finding you the right Barrister

(15) Select and upload the notice of hearing from your PC if you have it available, don't worry if not.



The screenshot shows a dark blue interface with the text "Book a hearing online now" in white. Below this, there are three checkmarks with text: "All civil courts and Tribunals in England & Wales covered", "You set the fee, you set the terms", and "20 areas of Civil & Family Law". At the bottom, there is a white input field labeled "Your full email address" and a yellow button labeled "Find my barrister".

Terms & Conditions of booking:

- Please note the terms and conditions of booking will change depending on the funding type you select at (9) above. If your firm has a panel agreement or contract with Clerksroom to supply Counsel on specific terms, you need to select “Panel Terms” from the drop down list and they will be automatically applied.
- 30 days means we will expect payment within 30 days of the work being carried out.
- Pre-payment means payment is made in advance and often discounts are available for pre-payment.