



Marketing Partner Guidance

This guidance is for marketing partners who have signed up to Clerksroom Direct and have a username, password and sub-domain set up.

1. Your username is your email
2. Your password is the password you set when creating your account. If you do not have a password, go to www.clerksroomdirect.com, click on the “sign into your account button on the top right, then click “Forgot Password?” beside the sign in box.
3. You can refer a client to a Barrister in two ways:
 - a. Go to your dedicated sub domain i.e. `yourname.clerksroomdirect.com`

- b. Log into your account and click the “Refer Client” button.
4. Add in the clients email address, Name, Telephone number and address.
 5. Use the “Restrictions” drop down boxes at the bottom if you would prefer to send your client to a specific Barristers Chambers or a specific Barrister. The system default is to refer the client to all Barristers within the system.
 6. Within your login you can also edit your account. You can add or update your company logo, add text to your sub domain page. You can also see the current statistics for the cases you have forwarded onto Clerksroom Direct. A typical marketing partner login page looks like this:



STATS

	Total	Value	Marketing Fees
Enquiries	82	n/a	n/a
Confirmed Cases	1	£1,200.00	£150.00
Complete Cases	23	£18,627.51	£2,227.31

7. You can click on the stats to drill down further and review the specific case situation.

The open door icon allows you to view the case in client view.

8. Once a client has been submitted to the Clerksroom Direct portal using one of the 2 methods outlined above, the client will be sent an email asking them to verify the email is correct. It is essential that the client's email address is used as we need to verify their details for proceeds of crime act purposes.

9. Please advise the client that they are being sent an email and they need to click the link to verify it is correct. The email verification link lasts for 2 hours for security reasons. If the link expires, please ask for a password re-set as set out in para 2 above.

10. The client will then be able to navigate through the portal, view Barristers profiles, update their case and add documents, request quotes and communicate with Barristers who will either work to their budget or, quote a fixed fee.

11. Our helpline is open 8.30am to 6pm using 01823 704 095. Please do not hesitate to call our helpline or ask the client to call the helpline if they need assistance at any point.

12. Marketing partners share the administration fee with Clerksroom Direct on a 50%/50% basis. We value the marketing undertaken as equal to the service we provide. Marketing partners find clients in need of a Barrister and Clerksroom direct provides the support services.

13. Marketing partnership fees agreed in the contact are paid by BACS immediately upon satisfactory completion of the work by the Barrister.

14. For the avoidance of doubt, a “conversion” is a transaction made by the client for the Barristers services. i.e. a completed Visa Card payment.

Stephen Ward
Managing Director
Clerksroom Direct
23rd September 2015

Notes:

Making an enquiry is very simple. We offer a unique 5 step process for making an enquiry and obtaining a quote from a Barrister. The 5 steps are:

- (1) Provide contact information
- (2) Tell us about your case
- (3) Review Barristers
- (4) Shortlist and review the profiles
- (5) Make Payment and work with your barrister



1. CONTACT DETAILS

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email *	Telephone
<input type="text"/>	<input type="text"/>

What is the difference between a Barrister and a Solicitor?

Barristers & Solicitors provide advice and draft legal documents.

Solicitors conduct litigation. (Some Barristers can but to keep it simple, we don't offer this)

Barristers & Solicitors provide advocacy and representation at courts and tribunals.

Basically, if you need legal advice, drafting legal documents or contracts, or you need someone to represent you at court or tribunal, it is often up to 40% cheaper to go direct to a Barrister rather than use the traditional route of instructing a solicitor who then instructs a Barrister.

Obtaining a fixed fee quote from a Barrister is free – create a new enquiry at ClerksroomDirect.com 24/7 availability.

What sort of matter would be most suited to a Barrister?

General business advice
General drafting of business documents
Commercial Disputes and Court Hearings
Representation at courts and tribunals
Inheritance disputes & probate matters
Employment advice – company or employee
Contract law
Family disputes
Partnership disputes
Mediation
Property
Landlord & Tenant
Money Claims & Debt Claims
Shareholder Disputes
Tax advice
Road Traffic Hearings
Small Claims Hearings

Marketing Messages made simple.

Q.1 Do you need a lawyer? Yes - We can help.
No

Q.2 Are you aware you can now go directly to a Barrister?

Yes - Great. Visit ClerksroomDirect.com
No - Well, good news! You can.
Visit Clerksroom Direct.com

Q.3 Are you aware going direct is likely to save you approximately 40% against the traditional route of going to a Solicitor and then a Barrister?

Yes - Great. Visit ClerksroomDirect.com
No - Well, it's true! Visit
ClerksroomDirect.com



Solicitor
£250 p/h

-v-

Barrister
£150 p/h

=

40% Cheaper
on average.

Legal problem?

Yes

Barrister or Solicitor?

Barrister

Cheaper?

Up to 40% on average

Browse over 1,000 Barristers profiles from 150 Barristers Chambers and obtain a fixed fee quote at www.clerksroomdirect.com 24 hours a day, 7 days a week.