

NEW BARRISTER CHECKLIST



Name of Barrister:

Date of enquiry:

Name of person completing this form:

Added to new barrister enquiry spreadsheet in Dropbox

All applications or expressions of interest are treated in the strictest of confidences and no enquiries will be made without explicit consent obtained from the Barrister personally. The enquiry and joining process is completely confidential.

Pre-requisites:

- (1) Is the Barrister able to practice at the Bar of England & Wales and regulated by the Bar Standards Board of England & Wales, or intend to transfer to the Bar and be regulated by the BSB, or meets the criteria as able to practice from Chambers as set out by the BSB in the Code of Conduct? Yes or No

Initial questions:

- (2) Has the Barrister applied or been a member of Clerksroom before? Yes or No
- (3) Does the Barrister know anyone who is a current member of Clerksroom who can provide a reference? Yes or No
- (4) Is the Barrister also a **qualified mediator** to the standard required by the Civil Mediation Council? Yes or No
- (5) Has the Barrister undertaken further training to enable them to accept **public access** work? Yes or No
- (6) What is it about Clerksroom that interests you?

If you are interested in joining, please can you firstly:

- (7) Take a look at our 3 websites.
- www.Clerksroom.com for Barristers
 - www.clerksroom.com/mediation for Mediation
 - www.ClerksroomDirect.com for Public Access
 - Review the joining us section of our website at www.clerksroom.com/join-us
- (8) Watch our culture video. [Click here](#)

(9) Review our joining criteria. [Click here](#)

Next Steps:

If you would like to take the next step towards application to Clerksroom, please can you do the following:

- a. Send an email to Stephen Ward, Managing Director, Clerksroom in confidence expressing interest in joining Clerksroom.
- b. Include a CV
- c. Include a draft profile that you would propose to use for your Clerksroom profile as displayed on the Clerksroom.com website.
- d. Confirm which of our existing [areas of law](#) you would wish to accept work for and join that practice group.
- e. Confirm the level of expertise you wish to advertise yourself at. We work with the following 4 levels of expertise:
 - i. Specialist – i.e. more than 33% of your work is undertaken in this area
 - ii. Experienced
 - iii. Happy to help – this means you will help Chambers/Clerks when needed but you do not hold yourself out as being experienced or a specialist. Happy to help is an internal code, not published on the website or in the brochure.
 - iv. Training in this area – this means that you wish to undertake more work on this area but you do not hold yourself out as a specialist or experienced. This is advertised on the website in the group and allows the clerks to propose you for enquiries where the client is asking for a low fee or junior Barrister and it is explained that you are keen to do the work but you are training and keen to help. It is a good way to move practice groups and learn a new area whilst setting expectations with clients.
- f. Confirm if you are happy to attend one of our offices for an interview or initial discussion, or if you prefer to continue the process over the telephone in the first instance.

The recruitment process:

- (1) Initial interest is sent to Stephen Ward, Managing Director by email in the above format.
- (2) The new Barrister spreadsheet in Dropbox is updated.
- (3) The information is checked.
- (4) The Barrister is invited to attend a personal meeting either in London or Taunton.
- (5) The person who completes the form, checklist and discussion with the Barrister then proposes the Barrister for Membership.
- (6) The Senior Clerk (Greg Speller) then reviews the application and asks further questions or counter signs the application form.
- (7) The offer letter and SLA is sent to the Barrister.
- (8) The signed SLA is returned to Clerksroom.
- (9) The Induction process takes place.

FAQ's:

- (1) What I.T. do I get as a full member of Clerksroom?
 - a. Full members are provided with Office 365, available in the cloud from any device, to download to 5 devices (Apple or Android), access to chambers management system and diary together with our 24 hour I.T. support desk.
- (2) How much is the chambers rent?
 - a. 15%
- (3) When are fees payable?
 - a. 14 days following the month end they were received.
- (4) How are the Clerks fees collected and paid?
 - a. A statement is sent to each Barrister at month end with a schedule of the fees paid to them during that month. The clerks fees are calculated at 15% of those fees and confirmation of the amount provided. A direct debit is set up to collect the fees 10 days later, normally the 15th of the month.
- (5) Can I be a member of another chambers and Clerksroom?
 - a. We offer "Full membership" of Clerksroom where the Barrister has no other chambers. Full members are provided with all normal chambers facilities and staff. We have a team of 20 clerks. "Associate members" are with another

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chambers and have other clerking arrangements. Associates are provided with work only when full time members of Clerksroom are unable to help. When an associate member is used, Clerksroom provide the clerking and issue invoices, the associate is charged 15% of the invoice when paid by the client. Clerks fees are deducted from the associates BACS payment when paid by Clerksroom to the Associate member.

(6) What library facilities do you have?

- a. Clerksroom has global access to all Lexis Nexis digital products and a variety of other legal library products. Adrian Gage looks after members library requirements. gage@clerkroom.com See also: www.clerksroom.com/content-links?cid=587

(7) Add FAQ's here. Send to Stephen Ward using ward@clerkroom.com with any question relating to the recruitment of Barristers process.

Marketing Material:

Website: www.Clerksroom.com

Brochure: [Click here to download](#)