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**PUBLIC ACCESS ENQUIRY FORM FOR CIVIL WORK**

The Code of Conduct of the Bar of England and Wales sets out the conditions under which a barrister may act on a Public Access basis. It will help us to determine whether a member of Chambers can assist you on a Public Access basis if you tell us a little about yourself and your enquiry beforehand.

It will save time and therefore potential expense if you can fill out this form as fully and accurately as possible.

Once you have completed the form please send it back to us by e-mail to [clerks@octagon-legal.co.uk](mailto:clerks@octagon-legal.co.uk) with e- mail title “public access”, or by fax to 01603 760519 or by post to Octagon Legal, 19, Colegate, Norwich Norfolk NR3 1BN.

Please note that in the event that you become a Public Access client of a barrister practising from Octagon House Chambers, the rules relating to money laundering may require us to verify your identity and the source of funds used to meet your legal expenses. If we are able to assist with your enquiry, we will provide further details of what is required.

**First we need some of your personal details**

|  |  |
| --- | --- |
| Name |  |
| Address for correspondence |  |
| Home Address, if different |  |
| Telephone |  |
| Mobile telephone |  |
| E-mail |  |
| Date of Birth |  |

**Now please can you tell us something about your case**

*This will help us to allocate the right barrister*

|  |  |  |
| --- | --- | --- |
| Please give a brief outline of your case, including when the events occurred and the area of law involved: |  | |
| How much is being claimed? |  | |
| Have you previously instructed any other lawyers to act on this matter? |  | |
| If so, please give the name of the firm(s)/barrister(s) and say briefly why they are no longer acting for you. |  | |
| Are you acting on behalf of anyone else? |  |
| If so in what capacity? |  |
| Can you prove your identity with  a passport or photo driving licence? |  |
| Might you need an interpreter? |  |
| Is there a particular barrister whom you would like to use? If so who are they? |  |
| Do you have a physical or mental impairment which may place you at a disadvantage in terms of accessing either our premises or our services? If so, please state here the nature of the impairment and any adjustments which you would like us to consider making to assist you. |  |

Is there anything else we need to know at this stage about your case?

Completing this Questionnaire is only the first stage and does not mean that we have agreed to do anything for you yet. It will help us decide whether we can or should help you under the relevant Rules and Regulations. If we can and should help you we will issue you with a client care letter (called a Letter of Agreement) setting out what we agree to do and what you agree to do. When we receive that back in our offices (called Chambers), signed by you, will we be able to start work for you. There is no contract created between you and any barrister here until that point.

We only work when we have cleared funds for the barrister’s fees paid in full in advance.

Finally, so that we can improve our service to you, can you tell us where you heard about us please?

Thank you for your time,

The Clerking team at Octagon House

