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**PUBLIC ACCESS ENQUIRY FORM FOR FAMILY 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 Legal, 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*

|  |  |
| --- | --- |
| Is this case about children? |  |
| If you are not the parent of the child or one of the children in question what is your relationship to them? |  |
| What is the child/ children’s names and dates of birth? |  |
| Is this case about money, property, or pensions on the ending of a marriage or civil partnership? |  |
| Is this case about property which you own or live in with a partner? If so which one or is it both? |  |
| Were you or are you married or in a civil partnership with the other party or one of the other parties to the case? |  |
| If so what date were you married or was your partnership celebrated? |  |
| What date did you separate? |  |
| What date did you commence cohabitation with this partner? |  |
| Are there Court proceedings about your case already? |  |
| Did you start or issue the proceedings? |  |
| If you did, what did you ask the Court for when you started the proceedings? |  |

|  |  |
| --- | --- |
| What is the name of the other party or parties to the case? |  |
| Does the other party or parties have solicitors or barristers acting for them and if so who are they: please can we have their name address and telephone number? |  |
| When is your next Court date? |  |
| Do you want the barrister to go to Court for you and if so on what date and which Court? |  |
| How long does the Court say the hearing will last on that date and what is the hearing for? If you can produce a copy of the Court Order asking you to go to Court that would help greatly. |  |

**We need to check there is no professional conflict with any barrister who may be allocated to your case**

|  |  |
| --- | --- |
| Have you ever been known by any other names and if so what are they? |  |
| Have you ever used a barrister before from these or any other chambers on this or any related matter? If so whom did you use and when? If you know the case number please record it as that will help us. |  |
| Did you have a solicitor acting for you as well and if so who were they : their name address and telephone number? |  |
| Have you had a solicitor give you any advice in this matter at all, at any stage? If so who were they : their name address and telephone number? |  |

**Money**

*If you may be eligible for public funding a barrister cannot act for you*

|  |  |
| --- | --- |
| Have you tried to get public funding or  legal aid for this or any case before? If so what happened? |  |
| Do you have a disposible income of less than £733 pcm? |  |
| Are you receiving or have you applied for Income Support? |  |
| Do you have capital such as savings or investments of less than £8,000? (Do not include your house where you live or your main car) |  |
| Do you have equity in a property of less than £100,000? If you and another own the property together we only want to hear about your half or your share. |  |
| Do you live in that property? |  |
| Is that property part of the dispute with the other party/parties? |  |
| If you work can you provide your last P60 or your last tax return and set of year end accounts? |  |

**Miscellaneous**

|  |  |
| --- | --- |
| 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 Legal

