

**GARDEN COURT NORTH CHAMBERS
CLIENT INFORMATION, TERMS OF BUSINESS AND BASIS OF FEES**

TERMS OF BUSINESS

- All time spent on work is recorded on the Meridian System to ensure that the fees charged can be substantiated by specific work activities by the barrister. If requested, the Clerks will be able to explain further how the overall fee was calculated.
- We will render a fee note for our work upon conclusion of the case or on request, should there be a pause in proceedings or at an appropriate stage in on-going litigation.
- On privately funded cases, we expect our fees to be settled within 30 days of receipt of our fee note. You are asked to contact us should this not be acceptable to you.
- In the absence of any express agreement to the contrary, the basis upon which we accept instructions is under the (New) Standard Contractual Terms for The Supply of Legal Services by Barristers to Authorised Persons. We adhere to the Bar Council's Code of Practice in respect of issue of payment reminder, progressing payment of our fees and credit control in general.
- Any solicitor who's name appears on the 'List of Defaulting Solicitors' will be expected to pay fees by cleared funds in advance of work being undertaken. Instructions will not be accepted without cleared funds unless the barrister concerned instructs otherwise.

COURT HEARINGS

Private fees

The basis for fees to be charged will be agreed in advance of the hearing. Fees for court work take into account the following factors:

- estimated time required for preparation
- estimated time to be spent in Court
- case complexity
- the amount / issues at stake
- seniority of the barrister
- whether an abnormal workload was placed on the barrister through late instruction / urgency of the work etc.
- the degree to which specialist knowledge is required
- travelling / expenses likely to be incurred
- means of client

COURT HEARINGS cont...

Publicly funded fees

Estimates of fees to be charged can be provided in writing upon receipt of papers.

PAPERWORK

Private fees

Fees for privately funded paperwork are agreed in advance of the work being undertaken. The following factors are taken into account when providing a fee quote:

- total time anticipated to be taken to complete the work
- complexity of the matter
- the amount / issues at stake
- seniority of the barrister
- the urgency of the work and the need to reschedule other matters
- the degree to which specialist knowledge is required
- means of client

Publicly funded cases

Estimates of fees to be charged can be provided in writing upon receipt of papers.

Turnaround times

As set out in our Standards Charter turnaround times are as follows:-

1. All instructions to Counsel should be sent via the Clerks. In appropriate circumstances, solicitors can send instructions to Counsel for paperwork without previously contacting a Clerk but when this happens the nominated barrister may not be able to accept the instructions.
2. If a solicitor requires the work to be completed earlier than 21 days from receipt then he/she should indicate this on the instructions or covering letter. If the instructions need to be completed within 5 working days of receipt then they should be marked "Urgent" and if they are to be done within 24 hours of receipt then it should be marked "Very Urgent".
3. Instructions for work to be completed in less than 21 days should not be sent without the Clerks previous agreement.
4. If a time limit is to be exceeded then the barrister should inform the solicitor, or ask one of the Clerks to contact the solicitor.
5. An initial examination will be undertaken within 7 days, for acceptance of paperwork and to check for conflict of interest. Any problems will be notified to the client immediately and appropriate action agreed.

SENDING DOCUMENTS TO CHAMBERS

Emailing documents to Chambers

Chambers is happy to receive briefs, court papers, trial bundles and other documents by email. We request that documents are emailed to us in the order in which you wish them to be read and in as few attachments as possible.

Attachments should preferably be PDF rather than Word documents and named using the client's name and a number indicating the order in which the attachments should be read (eg, John Smith 1, John Smith 2 and so on).

Hard copy papers

Unless you mark the cover letter and instructions with '**PLEASE RETURN PAPERS UPON COMPLETION**', any hard copy papers sent to Chambers will be retained until the conclusion of the case and will then be confidentially shredded rather than returned.

Please bear this in mind when sending original documents to Chambers.