

PUBLIC ACCESS QUESTIONNAIRE

We should be grateful if you would complete this questionnaire and return it, preferably by email to [clerks@1hc.com](mailto:clerks@1hc.com), or by fax to 020 7797 7435 or by post to 1 Hare Court, Temple, London EC4 7BE. This will assist the barrister whom you wish to instruct in deciding whether or not your case is suitable for public access instruction. The barrister may require a preliminary meeting (which will be free of charge unless you are informed otherwise) in order to discuss this further with you. A list of barristers who undertake public access work can be found [here](http://www.1hc.com/people/?filter=Public+Access).

**First name:**

**Last name:**

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|  |

**Contact telephone number(s):**

**E-mail address:**

**Address:**

Address: Line 1:

Address: Line 2:

Address: Line 3:

Postcode:

**Correspondence address (if different):**

Address: Line 1:

Address: Line 2:

Address: Line 3:

Postcode:

**Please confirm the nature of your case:**

Divorce

Financial Remedy (consequent to a divorce)

Financial remedy (variation of an existing financial remedy order)

Schedule 1 of the Children Act 1989 proceedings (i.e. financial provision for unmarried parents)

Children (e.g. residence/contact)

Family Law Act 1996 (e.g. non molestation, occupation order)

Enforcement (please provide details):……………………………………………………………………………………………..

Other (please specify):…………………………………………………………………………………………………………………….

Are you the applicant  or the respondent ? Please tick as appropriate.

**Which service do you require?**

Advice in conference

Advice in writing

Drafting letters, statements or other documents

Representation at a hearing (if so please

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provide hearing date(s)):

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Confirm nature of the hearing:

Other (please provide information):

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**Please describe the nature of the forthcoming hearing:**

First Direction Appointment  Financial Dispute Resolution Appointment

Directions Appointment  Return date

|  |
| --- |
|  |

First Hearing Directions Appointment (FHDRA)  Dispute Resolution Appointment Final Hearing (please indicate time estimate)  Time estimate

Appeal

|  |
| --- |
|  |

Other (please provide information)

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| --- |
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Location/court:

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| --- |
|  |

Court reference number:

**Please produce copies of all court orders to date, to include the latest court order. Please tick the box if enclosed**:

**Please confirm whether a court bundle was prepared for the last hearing (if applicable) and if so, whether a copy can be provided to the public access team if requested?** Yes  No

**Are there any Court deadlines, e.g., for serving documents on other parties or lodging documents with the court, or any other urgent features about the case? If so, please give details/provide copy of the relevant court order (as above).**

Yes  No

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|  |

**Please give the name of the other party/parties:**

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| --- |
|  |

**Is the other party instructing a solicitor?** Yes  No  **If so, please provide the name of the solicitor and firm.**

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| --- |
|  |

**Is the other party instructing a barrister?** Yes  No  **If so, please give details:**

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|  |

**If so, please provide a copy of any position statements/skeleton arguments prepared by the other party’s barrister for past hearings (if applicable). Please tick the box if enclosed**:

**Are you currently instructing a solicitor?** Yes  No  **If so, please give details:**

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|  |

**If not, has a solicitor ever been instructed in relation to these** Yes  No

**proceedings? If so, please provide the name of the solicitor, the firm, and details of the time period and date and nature of the hearings at which they represented you.**

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| --- | --- |
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**Have you ever been represented by a barrister in relation to these proceedings?**

Yes  No

**If so, please provide the name of the barrister, chambers, and details of the time period over which they represented you and nature and date of hearings where they represented you (if applicable)**

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**If so, please provide a copy of any position statements/skeleton arguments prepared by your barrister for past hearings (if applicable). Please tick the box if enclosed**:

**Preliminary personal outline**

Please confirm (if and where applicable):

Your birthdate:

Your nationality:

The birthdate of the other party:

Other side’s nationality:

The date of the marriage:

If married, please confirm whether there was any pre-marital cohabitation and if so over what period:

The date of the separation:

The date of the divorce petition:

The date of decree nisi:

The date of decree absolute:

**Preliminary financial outline**

*The following preliminary information is requested:*

The property where you live:

Address (if different from page 1)

Is this the property where you and your husband/wife/partner live or lived together? Yes  No

Is it rented or owned? Rented  Owned

|  |
| --- |
| £ |

If rented, please confirm how much rent you pay per year:

|  |
| --- |
|  |

If owned, in whose name is it? Joint  Sole

|  |
| --- |
| £ |

|  |
| --- |
| £ |

If owned, estimated current value:

Mortgage balance:

|  |
| --- |
| £ |

Your share of the property:

|  |
| --- |
|  |

**Employment or self-employment income**

What is your current occupation:

|  |
| --- |
|  |

If employed, name of employer:

|  |
| --- |
| £ |

Current salary (gross):

|  |
| --- |
| £ |

Current salary (net after tax)

|  |
| --- |
| £ |

If self-employed or in partnership, estimate of current annual pre-tax earnings:

If self-employed or in partnership, estimate of current annual post-tax earnings:

|  |
| --- |
| £ |

|  |
| --- |
|  |

To what date are any trading accounts available?:

**Other sources of income**

Do you have any other sources of income (to include state benefits, spousal maintenance, child maintenance etc)? If so, estimated annual amount and source of each component (please specify whether gross or net of tax if applicable):

|  |
| --- |
| £ |
| £ |
| £ |
| £ |

**Children**

Please give the following information concerning any children you and/or your husband/wife/partner may have:

**1st child:**

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|  |

Name:

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| --- |
|  |

Date of birth:

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| --- |
|  |

If relevant, current place of education:

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| --- |
|  |

Any special needs?

**2nd child:**

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| --- |
|  |

Name:

|  |
| --- |
|  |

Date of birth:

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| --- |
|  |

If relevant, current place of education:

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| --- |
|  |

Any special needs?

**3rd child:**

|  |
| --- |
|  |

Name:

|  |
| --- |
|  |

Date of birth:

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| --- |
|  |

If relevant, current place of education:

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| --- |
|  |

Any special needs?

**4th child:**

|  |
| --- |
|  |

Name:

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| --- |
|  |

Date of birth:

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If relevant, current place of education:

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|  |

Any special needs?

*Please continue on a separate page if there are more than four children, or if there are any other dependants.*

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|  |

With whom are the children currently living?

If you are separated from the other parent, do the children have contact with them? Yes  No

If so, what are the current contact arrangements:…………………………………………………………………………………………………………………………………….

Do you have Parental Responsibility for the children? Yes  No  Not sure

Is Parental Responsibility an issue? Yes  No  Not sure

Please produce a copy of any order(s) currently in force in respect of the Children.

Are the children aware of the situation between you and your husband/wife/partner?

Yes  No  Not sure

Other dependants

Please give the following information concerning any other dependants/people for whom you have care:

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| --- |
|  |

Name/s:

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|  |

Any special needs?

Please provide any additional information you feel is relevant. Insofar as you are able, please identify the key issues in the proceedings:

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| £ |

How much have you budgeted to spend on legal costs for the case?

Is there a particular barrister you would like to represent you from our [Public Access team](http://www.1hc.com/people/?filter=Public+Access)?

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If so, how did you make the above decision (e.g. recommendation by…., website profile, social media, legal directories, other (please specify)?

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**Key documents for financial proceedings:**

***If your case is financial in nature, in addition to the documents requested within the body of the questionnaire, please confirm whether any of the below have been prepared and are available for review by the public access team (this depends on what stage you have reached in the proceedings so do not worry if some or all of the below documents are not yet available):***

1. Your Form E (without attachments in a first instance)

Yes  No  Not sure

1. Other party’s Form E (without attachments in a first instance)

Yes  No  Not sure

1. Your chronology

Yes  No  Not sure

1. Other party’s chronology

Yes  No  Not sure

1. Your schedule of issues

Yes  No  Not sure

1. Other party’s schedule of issues

Yes  No  Not sure

1. Your questionnaire

Yes  No  Not sure

1. Other party’s questionnaire

Yes  No  Not sure

1. Your replies to questionnaire (without attachments in a first instance)

Yes  No  Not sure

1. Other party’s replies to questionnaire (without attachments in a first instance)

Yes  No  Not sure

1. Any without prejudice offers for settlement by either side?

Yes  No  Not sure

1. Any open offers for settlement by either side?

Yes  No  Not sure

**Additional Notes:**

Please note that barristers are not able to carry out public access work on a Legal Aid basis.

If you are receiving or qualify for Legal Aid the barrister will need to ensure that you are able to make an informed decision whether to continue to use / apply for Legal Aid, or whether to proceed with public access.

If you wish to assess whether you qualify for Legal Aid you should consult a solicitor or check on line [here](https://www.gov.uk/check-legal-aid). The barrister cannot carry out this assessment for you.

If you proceed with the public access instruction you will need to sign a 'client care letter'. You can view a model of that letter [here](https://www.barstandardsboard.org.uk/media/1696626/public_access_model_client_care_letter__no_intermediary_.pdf).

Chambers is happy to receive papers by e-mail. However, any e-mail in which the attachments exceed 50 pages must also be sent in hard copy.

Chambers requires that, unless by prior agreement, fees are to be paid in advance of any work being undertaken.

Please confirm you have read the public access guidance note (attached to the e-mail or available [here](https://www.barstandardsboard.org.uk/media/1666529/3__the_public_access_scheme_guidance_for_lay_clients.pdf))

Please confirm you have annexed to this questionnaire a copy of your current passport or driving licence and two utility bills (not less than three months old) by ticking here

We look forward to receiving the completed form and the documents requested.