

Sufficient documents should be included with an application for the Unit to make a decision as to whether to assist a case or not.

- If there are more than 100 pages of papers please make a selection of what seems the most important; and provide a summary of what other documents exist.
- Always put documents in date order – if there are a lot of documents, please put a list at the front

The Unit **must** see:

- All court or tribunal papers, including Court orders and judgments
- Any letters or opinions from solicitors, barristers or advisers giving advice about the case
- Key correspondence with any other person(s) involved, or their solicitors
- Where assistance is requested with an appeal, a copy of the transcript of judgment from the court below
- Where advice is required about a contract or formal document, a full copy of the contract / document.
- Where there is a dispute with an employer, the application should include the contract of employment or, if there isn't one, the letter of appointment or any handbook, company rules etc

Always send photocopies not original documents. Any documents supplied will be destroyed after closure of a file unless it is indicated that the applicant wishes to recover papers from the Unit. Any such indication must be made **at the time of making the application or submitting any further documents**. Papers can be recovered by the applicant or an adviser to the applicant in person, by supplying a DX number, or by sending a cheque for postage. Papers must in any case be recovered within 6 weeks of the closure of a case by the Unit unless special arrangements are made with the Unit before this time.

Please avoid sending faxes except where urgent. The Unit cannot normally accept faxes of more than 20 pages in length.

There are further information sheets available from the Unit specifying the documentation which needs to be provided for the following types of case:

- Criminal cases
- Defamation cases
- Employment cases
- Family cases (child)
- Family cases (financial)
- Immigration cases
- Planning cases
- Wills & Probate cases

Contact details:

Bar Pro Bono Unit, National Pro Bono Centre, 48 Chancery Lane, London, WC2A 1JF

Email: enquiries@barprobono.org.uk

DX : 188 London Chancery Lane

Website: www.barprobono.org.uk