

Sufficient documents should be included with an application for the Unit to make a decision as to whether or not to assist in your case. Set out below are lists of those documents which you should send depending on the whether your case is one in which a court has made a final decision or whether it concerns an appeal from a final decision. Please note that the Unit has no resources to help you gather documents.

- If the papers are very bulky (over approximately 150 pages) it would be helpful if you make a selection of what seems the most important; but also provide a summary of what other documents exist, so that if we need more we can ask you for it
- Always put documents in date order – if there are a lot of documents, please put a list at the front

Documents you should send in relation to a case in which a court has not made a final decision:

- All Applications and Forms filed at court
- Orders (all Orders made to date in the case)
- Statements and Affidavits (without any of the documents attached or exhibited)
- Other documents, such as Case Summaries, Case Synopses, Chronologies, Schedules and Skeleton Arguments, as filed with the Court (or as prepared even if not filed with the Court)
- All Reports from Medical or other Experts, Cafcass and the Children and Family Reporter
- Advice of Counsel/Attendance Notes of Advice given by Counsel or Solicitors (if any)
- Offers to settle the case and Responses

In relation to an appeal against an order:

- Applications
- Orders
- A note or transcript of the Judgment, or Judgments if more than one, being appealed
- Grounds of appeal (if any) or the reasons why it is said that an appeal is justified
- Case Summaries, Case Synopses, Chronologies, Schedules, Skeleton Arguments and other similar documents as filed with the Court (both for the hearing which resulted in the judgment(s) being appealed and any filed for the appeal itself)
- A Note or transcript of any hearing before the Appeal Court, in particular on any application for permission to appeal
- Advice of Counsel/Attendance Notes of Advice given by Counsel or Solicitors (if any)
- Offers to settle the case and Responses

Always send photocopies not original documents. Any documents supplied will be destroyed after closure of a file unless it is indicated that an 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 (financial)
- General
- Immigration cases
- Planning cases

Contact details:

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