

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 whether (i) the financial application(s) has been decided by a court at a final hearing or (ii) your case concerns an appeal from an order made at a final hearing. 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

In relation to a **financial application which has not yet been decided by a court at a final hearing:**

- **All Application Notices**
- **All Orders made by the court**
- **Forms E, E1 and E2** (but not the documents attached to the Forms)
- Any forms such as those listed [here](#) on the Ministry of Justice website.
- **Schedules/Lists of Assets and liabilities** which have been prepared, if any.
- *Statements of Issues, Chronologies, Case Summaries and Skeleton Arguments* as filed with the Court (or as prepared even if not filed with the Court)
- Questionnaires
- Replies to Questionnaires (but not the documents disclosed with the Replies except for any considered essential to a proper understanding of the case)
- Other Statements/Affidavits
- **Expert Reports** (such as valuations of properties, businesses or pensions)
- **Advice of Counsel/Attendance Notes of Advice** given by Counsel or Solicitors (if any)
- **Offers and Responses**

In relation to an **appeal against a financial order:**

- **Applications**
- **Forms E, E1 and E2**
- **Orders**
- The **Judgment or Judgments**, if more than one, being appealed
- *Statements of Issues, Chronologies, Case Summaries and Skeleton Arguments* as filed with the Court (both for the hearing which resulted in the judgment(s) being appealed and any filed for the appeal itself)
- **Grounds of appeal** (if any) or the reasons why it is said an appeal is justified
- 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 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 (child)
- General
- Immigration cases
- Planning cases

Contact details:

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