

2 HARE COURT COMPLAINTS PROCEDURE

1. Our aim at 2 Hare Court is to give you an excellent service at all times. However if you have a complaint you are invited to let us know as soon as possible. We will investigate promptly, we will not charge for the investigation of any complaint and will provide you with a final response within eight weeks.

2. It is not necessary to involve solicitors in order to make your complaint but you are free to do so should you wish.

3. Please note that the Legal Ombudsman, the independent complaints body for service complaints about lawyers, has time limits in which a complaint must be raised with them. Those time limits are:

- a) Six years from the date of the act or omission,
- b) Three years from the date that the complainant should reasonably have known there were grounds for complaint (if the act/omission took place before the 6 October 2010 or was more than six years ago),
- c) Within six months of the complaint receiving a final response from their lawyer, if that response complies with the requirements in rule 4.4 of the Scheme Rules (which requires the response to include prominently an explanation that the Legal Ombudsman was available if the complainant remained dissatisfied and the provision of full contact details for the Ombudsman and a warning that the complaint must be referred to them within six months.

The Scheme Rules may be accessed: www.legalombudsman.org.uk/information-centre/learning-resources/guidance-scheme-rules

4. The Ombudsman can only extend the time limit in exceptional circumstances.

5. Please note that 2 Hare Court will usually only consider complaints that are raised within 12 months from the date of the act or omission.

6. The Ombudsman will also only deal with complaints from consumers. This means that only complaints from the barrister's client are within their jurisdiction. Non-clients who are not satisfied with the outcome of the Chambers' investigation should contact the Bar Standards Board rather than the Legal Ombudsman.

7. It should be noted that it may not always be possible to investigate a complaint brought by a non-client. This is because the ability of Chambers to investigate satisfactorily and resolve such matters is limited and complaints of this nature are often better suited to the disciplinary processes maintained by the Bar Standards Board. Therefore, Chambers will make an initial assessment of the complaint and if they feel that the issues raised cannot be satisfactorily resolved through the Chambers complaints process they will refer you to the Bar Standards Board.

Complaints Made by Telephone

8. You may wish to make a complaint in writing and, if so, please follow the procedure in paragraph 10 below. However, if you would rather speak on the telephone about your

complaint then please contact our Director of Clerking, Julian Campbell. If the complaint is about Julian Campbell please contact our Head of Chambers Jonathan Laidlaw KC. The person you contact will make a note of the details of your complaint and what you would like to have done about it. He will discuss your concerns with you and aim to resolve them. If the matter is resolved he will record the outcome, check that you are satisfied with the outcome and record that. You may also wish to record the outcome of the telephone discussion in writing. You will be sent a copy of the written record made of your telephone discussion and a copy will also be sent to your solicitor.

9. If your complaint is not resolved on the telephone you will be invited to write to us about it so that it can be investigated formally.

Complaints made in Writing

10. Please give the following details:

- Your name and address
- Which member(s) of Chambers you are complaining about;
- The detail of the complaint, including date, time and place where appropriate, e.g.: the Court that the case took place at; and
- What you would like done about it.

11. Please address your letter to Julian Campbell and post it to Chambers at 2 Hare Court, Temple London EC4Y 7BH. We will, where possible, acknowledge receipt of your complaint within two days and provide you with details of how your complaint will be dealt with.

12. 2 Hare Court has a panel headed by Christopher Coltart KC and made up of experienced members of Chambers which considers any written complaint. The current members of the panel are Christopher Coltart KC, Andrew Radcliffe KC, Marios Lambis KC, Julia Faure Walker and Nikita McNeill. Within 14 days of your letter being received the head of the panel or his deputy in his absence will appoint a member of the panel to investigate it. If your complaint is against the head of the panel, the next most senior member of the panel will investigate it. In any case, the person appointed will be someone other than the person you are complaining about.

13. The person appointed to investigate will write to you as soon as possible to let you know s/he has been appointed and that s/he will reply to your complaint within 14 days. If s/he finds later that s/he is not going to be able to reply within 14 days s/he will set a new date for his/her reply and inform you. Her/his reply will set out:

- The nature and scope of her/his investigation;
- Her/his conclusion on each complaint and the basis for his conclusion; and
- If s/he finds that you are justified in your complaint, her/his proposals for resolving the complaint.

Confidentiality

14. All conversations and documents relating to the complaint will be treated as confidential and will be disclosed only to the extent that is necessary. Disclosure will be to the Head of Chambers, the Chair of Chambers' Management Committee, the Director of Clerking and anyone involved in the complaint and its investigation. Such people will include the barrister(s) or staff member(s) who you have complained about, the head or relevant senior

member of the panel and the person who investigates the complaint. The Bar Standards Board is entitled to inspect the documents and seek information about the complaint when discharging its auditing and monitoring functions.

Our Policy

15. As part of our commitment to client care we make a written record of any complaint and retain all documents and correspondence generated by the complaint for a period of six years. Our Management Committee inspects an anonymised record regularly, namely quarterly, with a view to improving services.

Complaints to the Legal Ombudsman

16. If you are unhappy with the outcome of our investigation and you fall within its jurisdiction you may take up your complaint with the Legal Ombudsman, the independent complaints body for complaints about lawyers, at the conclusion of our consideration of your complaint. The Ombudsman is not usually able to consider your complaint until it has first been investigated by Chambers. Please note the timeframe for referral of complaints to the Ombudsman as set out at paragraph 3 above.

You can write to them at:

Legal Ombudsman PO Box 6806, Wolverhampton WV1 9WJ

Telephone number: 0300 555 0333 Email: enquiries@legalombudsman.org.uk

You may access the Ombudsman's website: www.legalombudsman.org.uk

17. If you are not the barrister's client and are unhappy with the outcome of our investigation then please contact the Bar Standards Board at:

Bar Standards Board Professional Conduct Department 289-293 High Holborn
London WC1V 7JZ

Telephone number: 0207 6111 444

Website: www.barstandardsboard.org.uk

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