

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 the papers are very bulky (over 100 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

The Unit **must** see:

- A full copy of any decision of an Inspector or of the Secretary of State. Where there has been any such decision it is essential that this full copy document is provided to the Unit immediately.
- All court or tribunal papers where there are already proceedings, 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

Always send photocopies not original documents. Any documents supplied will be destroyed after closure of a file unless an applicant indicates that they wish 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 (criminal)
- Family cases (financial)
- General
- Immigration cases

Contact details:

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