

Information to a Prospective Client

IMPORTANT NOTE

I am required by law to inform you in writing of the matters set out below. You must sign at the end of the document to confirm that you have been informed of these matters before I can assist you further.

My name is:

I am required by rule 22 of the *Legal Profession Uniform Conduct (Barristers) Rules 2015* to inform you in writing of the following matters:

1. I am required to inform you of the effect of rules 11 and 13:

- **Rule 11** states that barristers' work consists of:
 - (a) appearing as an advocate;
 - (b) preparing to appear as an advocate;
 - (c) negotiating for a client with an opponent to compromise a case;
 - (d) representing a client in a mediation or arbitration or other method of alternative dispute resolution;
 - (e) giving legal advice;
 - (f) preparing or advising on documents to be used by a client or by others in relation to the client's case or other affairs;
 - (g) carrying out work properly incidental to the kinds of work referred to in (a)- (f); and
 - (h) such other work as is from time to time commonly carried out by barristers.
- **Rule 13** states that a barrister must not (subject to rules 14 and 15, which are not relevant for the purpose of this disclosure):
 - (a) act as a person's general agent or attorney in that person's business or dealings with others;
 - (b) conduct correspondence in the barrister's name on behalf of any person otherwise than with the opponent;
 - (c) place herself or himself at risk of becoming a witness, by investigating facts for the purposes of appearing as an advocate or giving legal advice, otherwise than by:
 - (i) conferring with the client, the instructing solicitor, prospective witnesses or experts;
 - (ii) examining documents provided by the instructing solicitor or the

- client, as the case may be, or produced to the court;
- (iii) viewing a place or things by arrangement with the instructing solicitor or the client; or
- (iv) library research;
- (d) act as a person's only representative in dealings with any court, otherwise than when actually appearing as an advocate;
- (e) be the address for service of any document or accept service of any document;
- (f) commence proceedings or file (other than file in court) or serve any process of any court;
- (g) conduct the conveyance of any property for any other person;
- (h) administer any trust estate or fund for any other person;
- (i) obtain probate or letters of administration for any other person;
- (j) incorporate companies or provide shelf companies for any other person;
- (k) prepare or lodge returns for any other person, unless the barrister is registered or accredited to do so under the applicable taxation legislation; or
- (l) hold, invest or disburse any funds for any other person.

2. I also required to inform you:

- Of the fact that circumstances may require you to retain an instructing solicitor at short notice, and possibly during the performance of my work on your matter;
- any other disadvantage which I believe on reasonable grounds you may, as a real possibility, suffer if you do not retain an instructing solicitor, being **[insert details]**;
- my relative capacity in performing barristers' work to supply the facilities or services requested by you, compared to my capacity to do so together with an instructing solicitor, being **[insert details of your capacity compared to your capacity together with an instructing solicitor here]**; and
- a fair description of my advocacy experience, being **[insert description of your advocacy experience here]**.

Acknowledgment:

My full name is By signing this document I acknowledge that Barrister has informed me of the matters set out above.

Sign here:..... Date signed:.....