**The Birmingham Chancery Bar Litigant in Person Support Scheme**

**(“B-CLIPS”)**

**CONCLUDING LETTER FROM PRO BONO DUTY ADVOCATE TO**

**PERSON WITHOUT REPRESENTATION**

**Dear Date:**

**Re: Your hearing today**

I helped you today with your hearing in the Business and Property Court under the B-CLIPS Scheme which is outlined in the Explanatory Note you were given.

I was acting as an unpaid volunteer, volunteering under the auspices of Advocate, as a duty barrister or solicitor advocate. The charities involved in this scheme are independent of the Ministry of Justice and of the Courts.

As the Explanatory Note emphasises, under the scheme there are limits to the help that can be given and volunteer advocates are only able to give limited time to your case. This letter summarises the main things that happened today and the main points of the advice I have given you.

**Client Details:**

**First name**

**Surname**

**Phone number**

**Address**

**Email address**

**Advice given to you today before the hearing:**

**What happened at today’s hearing:**

**Advice as to what you should do next:**

Under the scheme my work for you on your case is limited to today. If further legal work is needed you should contact the Advocate without delay, but please remember there is no promise of further help.

Your original documents have been returned to you. Please keep all your paperwork safe for future use.

If you have any comments or complaints please write to the Chief Operations Officer of Advocate at International Dispute Resolution Centre, 1 Paternoster Lane, London, EC4M 7BQ.

Yours sincerely,

Barrister volunteering under the auspices of Advocate

Solicitor advocate volunteering under the auspices of Advocate