

## Mez Chadry - Junior Barristers' Clerk at St Philips Chambers

---

### 8.00am – 8.45am

Arrive at Chambers and check voicemail messages and e-mails. Emails have become a very popular form of communication and any clerk will tell you that the emails are never ending!

Print out the diary and start preparing for the day ahead. I need to know exactly where all of the barristers in my team are, where they will be the next day and what they require for court.

### 8.45am – 10.30am

“Paper work, paper work and more paper work”

Phones are officially switched on at 8.45am and the calls start to flood in. At this stage, all briefs, instructions and correspondence are being booked onto the computerised diary system and are allocated to the appropriate barristers. Attention to detail is crucial in this job as every piece of information from hearing date, time and location must be noted accurately. If we as clerks get this information wrong, we can send a barrister to the wrong court and this can have a very bad effect upon the case, the lay client and the instructing solicitor. It will also get the barrister in the client's bad books and could lead to him/her losing a client for good. It will also upset the judge!

### 10.30am – 12.00 noon

“Chasing”

As soon as all the papers that have arrived into chambers that morning have been booked on to the diary system, the “chasing” begins for the papers that have not come in. Any briefs/bundles that have not been sent in by clients must be chased up, preferably before lunch. This gives our solicitor clients time to get their papers prepared and sent over to chambers for the barrister to prepare their work that evening.

### 12.00 noon – 1.00pm

(LUNCH TIME)

### 1.00pm – 2.00pm

“Calm before the Storm”

As most of our clients are at lunch during this period, the phone remains reasonably steady and this gives me the chance to do some billing. Working for one of the largest sets of chambers in the country means that the billing cabinet is always full! I now catch up with preparing bills for the work that the barristers have completed and I send these out to our clients for payment.

### 2.00pm – 5.00pm

“The Storm”

During this period the phones are at their busiest. Having the ability to multi-task and remain calm under pressure is essential for this job. All papers, in theory, should now have been received from our solicitor clients. The barristers must be contacted, usually on their mobiles and informed about their next day commitments.

### 5.00pm – 6.00pm

“Calm” once again.

As many firms shut shop at 5pm, the phones start to die down giving me opportunity to catch up with any emails/telephone messages. Last checks with barristers to ensure they know and are happy with their schedule for tomorrow.

### 6.00pm Onwards

“Work Hard/Play Hard”

It's time to relax and go for a drink after a hard day's work. Clerks have become notorious for doing a lot of 'wheeling and dealing' after work over a drink and this can still sometimes be the case. It's a chance to meet with solicitor clients in a relaxed environment and get to know them on a personal level which can build better working relationships.