

**Report something to the BSB.**

We will use your personal information as well as the information you give us in the form below to carry out our work regulating barristers. You will get a confirmation from us once we have received your form and you can expect to hear from us again within five working days. This will include an indication of how long it might take us to assess your report.

About completing this form

When you complete the form, you should set out the facts as clearly as possible. You do not need to use formal or legal language. And you do not need to refer to the BSB Handbook. The important thing here is that we have enough information to understand what your concern is.

It is also important that we have all the relevant information and documents to assess your concern. Please provide any supporting documents that you think we need to see (such as emails or letters). Unless you think we need it, you do not need to send all the documents related to any case you were involved in. The key documents that support your concerns will normally be enough. If we think we need more information, we will ask you for it.

Section 1 – Personal details

We may need to follow up with you on some details of your question or report, for example, if we need more information from you. Please give us your details so that we can contact you.

You can submit information anonymously, without giving us your contact details (unless you are a barrister reporting your own serious misconduct), but please note that it may limit our ability to take action on the information you provide or to contact you.

|  |  |
| --- | --- |
| Title | Click or tap here to enter text. |
| Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone Number | Click or tap here to enter text. |
| Do you have any specific communication needs?(Please give details) |
| Click or tap here to enter text. |
| We normally contact people by email, but please say if you want us to contact you in another way. For more information about the adjustments we can make to how we communicate with you, please read our reasonable adjustments policy. |
| Click or tap here to enter text. |
| I am: | Choose an item. |
| Are you filling in this form for someone else? | Choose an item.If yes, please complete Section 2If no, please go straight to Section 3 |

Section 2 – Details of the person you are filling in this form for

|  |  |
| --- | --- |
| Title | Click or tap here to enter text. |
| Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone Number | Click or tap here to enter text. |
| Relationship to the form filler | Choose an item. |
| Do they have any specific communication needs?(Please give details) |
| Click or tap here to enter text. |
| Has the other person given their consent for you to contact the BSB? |
| Choose an item. |
| Who should we contact about this? | Choose an item. |

Section 3 – Who do you want to tell us about?

It is okay if you do not know all of the information in this section, but we will need to know the name of the barrister or body to help us identify them.

**Please note:** We will not normally assess information from clients of barristers or entities. If you wish to make a complaint about your own barrister or entity, you may be able to complain to the Legal Ombudsman. If you submit a report to us about your own barrister or entity, we may pass the matter on to the Legal Ombudsman.

Please give us the following details:

|  |  |
| --- | --- |
| Who do you want to tell us about? | Choose an item. |
| If you selected “A barrister” or “An entity”, who was/is the barrister/entity acting for? |
| Choose an item. |
| If you selected “An Approved Education & Training organisation”, which type of organisation? |
| Choose an item. |
| Name of person or organisation you want to tell us about? | Click or tap here to enter text. |
| Address of person or organisation? | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Email address of person or organisation? | Click or tap here to enter text. |
| Phone number of person or organisation? | Click or tap here to enter text. |
| Is this about more than one person or organisation? | Choose an item. |
| If yes, please complete Section 3bIf no, please go straight to Section 4 |

Section 3b – Additional people or organisations

|  |  |
| --- | --- |
| Who do you want to tell us about? | Choose an item. |
| If you selected “A barrister” or “An entity”, who was/is the barrister/entity acting for? |
| Choose an item. |
| If you selected “An Approved Education & Training organisation”, which type of organisation? |
| Choose an item. |
| Name of person or organisation you want to tell us about? | Click or tap here to enter text. |
| Address of person or organisation? | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Email address of person or organisation? | Click or tap here to enter text. |
| Phone number of person or organisation? | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Who do you want to tell us about? | Choose an item. |
| If you selected “A barrister” or “An entity”, who was/is the barrister/entity acting for? |
| Choose an item. |
| If you selected “An Approved Education & Training organisation”, which type of organisation? |
| Choose an item. |
| Name of person or organisation you want to tell us about? | Click or tap here to enter text. |
| Address of person or organisation? | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Email address of person or organisation? | Click or tap here to enter text. |
| Phone number of person or organisation? | Click or tap here to enter text. |

Section 4 – What do you want to tell us about?

|  |  |
| --- | --- |
| Does this relate to any other report that has previously been made to the BSB? | Choose an item. |
| If yes, please give the reference number and/or details | Click or tap here to enter text. |
| Please tell us when the thing you want to report took place. If it happened more than once please tell us the date of the last time it happened |
| Click or tap here to enter text. |

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| Please set out as clearly as possible the information you want to tell us |
| Click or tap here to enter text. |
| Please give us details of anybody who may be able to give us further information about your concerns, for example details of anyone who might have seen or heard what you say happened. Please indicate if you have their consent for us to contact them |
|  |
| Does this matter relate to a court case? | Choose an item. |
| If yes: | Name of case | Click or tap here to enter text. |
| Name of court | Click or tap here to enter text. |
| Reference number | Click or tap here to enter text. |
| What is your relationship to the case? | Choose an item. |
| Is the case ongoing? | Choose an item. |
| Dates of any upcoming hearings | Click or tap here to enter text. |
| Have you made a report about this to any other organisation? | Choose an item. |
| Please tell us about what happened with your report or complaint, including reference numbers and the details of any outcome |
| Click or tap here to enter text. |
| Is there anything else you want to tell us? |
| Click or tap here to enter text. |

**Declaration**

By signing the box below and submitting the form you are:

* declaring that all the information you have given in this form is, as far as you know, true, complete and accurate; and
* agreeing that, if you have filled this form in for, or on behalf of someone else, that they have authorised you to make this report or reports for them.

I confirm that the information given in this form is true, complete and accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name