

Comments  
from the  
London Workshop on  
28 Jan 2011

"Excellent knowledge"  
"Enjoyable"  
"Informative"  
"Motivational"  
"Enthusiastic lead"  
Exactly what I was looking for"  
"Good for any fees clerk"  
"Did exactly what it said on the tin!"

A four hour interactive workshop  
by  
Gill Butchard  
[if there are enough people interested]



A WORKSHOP  
JUST FOR THOSE WHO CHASE FEES  
in Civil Chambers  
Minimum 4 to maximum of 8 people

## BACK TO BASICS ~ CHASING CHAMBERS FEES ~

~ Two dates to choose from ~  
Friday 1<sup>st</sup> April 2011 or Monday 4<sup>th</sup> April 2011  
10.00am to 3.00pm [Registration 9.45am]  
At 218 Strand : 3<sup>rd</sup> Floor

A relaxed and informal workshop in which  
those attending must be prepared to share what they know with others,  
and learn from others what they don't know.  
Suitable for anyone who has to chase fees in Chambers:  
From those requiring refresher training, to the not so experienced.  
For Fees Clerks/Administrators, and any Clerks responsible for chasing fees

### WHAT DOES IT COVER?

What are the obligations within the Code of Conduct  
What are the Contractual Terms  
What happens when a firm closes / is in administration / is intervened / merges  
What happens when the solicitor enters into an IVA / is in bankruptcy / is no longer practising  
The theory of chasing fees in Chambers (regardless of the software used)  
What are the different types of fees that have to be chased  
Who / When / How / To Whom / Billed  
Who / When / To Whom / How Paid  
Concentrating on Chambers that don't specialise in Crime

### HOW MUCH?

£200 per person (including light lunch)  
[£175 if booked and paid for before the end February 2011]

### INTERESTED?

Please contact Gill Butchard  
email [gill@butchards.co.uk](mailto:gill@butchards.co.uk) - Tel : 0772 5911320