

Comments From 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!"

Gill Butchard  
is bringing this  
full day's interactive workshop to  
Manchester and Nottingham  
[if there are enough people interested]



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

BACK TO BASICS  
~ CHASING CHAMBERS FEES ~

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

HOW MUCH?

In the region of £225 - £250 per person

WHEN?

A date will be arranged for after Easter  
if there are enough interested

INTERESTED?

LET ME KNOW ASAP OR LATEST BY FRIDAY 25<sup>TH</sup> FEBRUARY 2011

If there are enough people interested - I will sort out a date that everyone can manage

Please contact Gill Butchard

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