

## Pump Court Chambers Mini-Pupillage Information Sheet 2020

### Assessment

1. The mini-pupillage is not assessed.

### Supervision

2. You will be assigned a supervisor (one of the junior juniors in Chambers) who will be your point of contact for your mini-pupillage.
3. You will be provided your supervisor's contact details in the week before you start the mini-pupillage, should you have any problems or queries.
4. Whilst you will be assigned a supervisor, it is likely that that you will end up spending time with several different barristers to ensure you get to see a good variety of the work Pump Court offers.

### Areas of work

5. Chambers is a mixed common law set with barristers who specialise in civil, criminal and family law. Whilst we will try to accommodate any interest you have in a particular area (please notify us when your application is sent in if so), you may well end up seeing work within any of our practice areas, depending on what is available at the time.

### Plan

6. So far as possible, your supervisor will try to provide you with a plan for your mini-pupillage in the week before you start, so that you can begin to plan accommodation and travel, as required. However, the nature of court work means the plan may only be formulated, or subject to change, last minute. Matters often settle, get vacated or adjourned, or conversely come into a barrister's diary, at short notice. We ask for your understanding and patience in this respect.

### Location

7. You will be based at one of the following locations, depending on your preference:

**London Chambers:** 3 Pump Court, Temple, London, EC4Y 7AJ

**Winchester Chambers:** 31 Southgate Street, Winchester, SO23 9EB

**Swindon Chambers:** 5 Temple Chambers, 5 Temple Street, Swindon, SN1 1SQ

8. In reality, you are unlikely to spend much, if any, time in those Chambers, because we will try to send you out to court each day with a different barrister, where all the excitement happens!



PUMP COURT  
CHAMBERS

### Funding

9. Unfortunately, the mini-pupillage is not funded and chambers is not in a position to cover travel expenses or incidental costs. We will try, therefore, as far as possible, to ensure you are not required to travel too far afield.
10. If you are in position of financial hardship and require assistance with funding accommodation and/or travel expenses during the mini-pupillage, Chambers is a partner of the Inner Temple Pegasus Access and Support Scheme (PASS), which may be able to help, subject to eligibility and acceptance on to PASS. The criteria for assistance and the separate application process for PASS can be found here: <https://www.innertemple.org.uk/becoming-a-barrister/how-to-get-involved/pass/>.

### Confidentiality

11. In compliance with our duties of confidentiality and GDPR obligations, you will be required to sign a confidentiality agreement before you start your mini-pupillage. Needless to say, you must not disclose to others any sensitive case information you receive during the course of your mini-pupillage.

### Hours

12. The mini-pupillage will likely be Monday to Friday. Subject to hearing times and travel, they will be full days, roughly 9-5pm.

### Dress

13. Dress is court wear so please dress appropriately smart. Court dress is dark suits/dresses, white shirts or blouses, black shoes etc..

### Behaviour

14. Chambers expects the following minimum standards of behaviour from our mini-pupils during their time with us:

- a. **General**

You must behave respectfully, politely and sensitively at all times. Please remember that for the majority of our clients, whatever their dispute, it will be a stressful, anxious and uncertain time for them, so you should adjust your behaviour accordingly.

Pump Court Chambers Ltd Registered Address: 3 Pump Court, London, EC4Y 7AJ Registered in England & Wales No: 8068472. Regulated by the Bar Standards Board.

**3 Pump Court**  
Temple, London EC4Y 7AJ  
**T.** 0207 353 0711  
**F.** 0845 259 3241  
**DX** 362 London

**5 Temple Chambers**  
Temple St., Swindon SN1 1SQ  
**T.** 01793 539899  
**F.** 0845 259 3242  
**DX** 38639 Swindon 2

**31 Southgate Street**  
Winchester SO23 9EB  
**T.** 01962 868161  
**F.** 0845 259 3242  
**DX** 2514 Winchester

**E.** clerks@pumpcourtchambers.com  
**W.** www.pumpcourtchambers.com

**b. Notes**

Please feel free to take notes of anything you observe during your mini-pupillage: it is a learning experience! However, in accordance with the confidentiality agreement and GDPR guidelines, please do not note or retain any private information concerning our clients and the cases you are involved in.

**c. Punctuality:**

You must arrive in a timely fashion for whatever activities we have arranged for you. Please ensure you leave plenty of time in case there are disruptions to travel.

**d. Conferences:**

Please avoid the temptation to offer your opinion / view on any case-related issue during conferences with the client, unless expressly invited to do so by the barrister you are shadowing. You will likely have the opportunity to discuss the case with the barrister you are shadowing outside of your time with the client.

**e. Phones:**

You must switch off your phone during any client conference or hearing. Please do not have your phone out in front of clients. If you need to make an urgent call whilst you are with a barrister, please ask them away from the client.

- 15.** Chambers reserves the right to terminate your mini-pupillage early, if your behaviour falls below the expected standards.

References

- 16.** Chambers will not provide you a reference following your mini-pupillage. We are, however, able to provide a short letter confirming the completion of a mini-pupillage with us, if required.