



NINESTJOHNSTREET

MINI PUPILLAGE POLICY

Overview

1. 9 St John Street offers a limited number of unremunerated mini pupillages in the criminal, family, civil, commercial, employment and personal injury departments.
2. Applications should be made by email, with a covering letter and CV, to Ms Amy Smith (amy.smith@9sjs.com)
3. Due to the sensitive nature of our work, we operate a minimum age requirement of 18 years of age. In addition, applications will not be considered unless applicants have completed their first year of University.
4. Mini pupillages last for two days (but may be shorter). The hours are 9:00am to 5pm.

Instructions

5. Unless informed otherwise Mini pupils must attend Chambers at 9am on each morning of their mini pupillage and report to the clerks in Chambers.

Aims of mini-pupillage

6. Mini pupillages are designed to give an insight into life at the independent Bar. This will involve travelling to court with counsel, observing hearings and trials, sitting in on conferences, listening to negotiations, and reading case papers.
7. Mini pupils may be asked to assist counsel by undertaking research or other similar tasks.

Duties of mini-pupils

8. Be appropriately dressed: dark suits (with ties for men) and dark shoes. In the case of women any skirts worn should be at least knee length.
9. Mini pupils must not, under any circumstances, offer any advice to any person. In addition, mini pupils must not express any opinion either in court, during conferences, or during negotiations, unless asked by counsel.

10. Mini pupils must not, under any circumstances, remove any papers, exhibits, media, books, or other material, from Chambers (except with the prior consent of counsel).

Confidentiality

11. All mini pupils are required to sign a Confidentiality Form (see below). Please hand the completed forms to the clerks upon arrival in Chambers.

Other matters

12. Any problems arising during mini-pupillage may be raised either with counsel, the senior clerks, or the Pupillage Co-ordinator (Ms Amy Smith).



NINESTJOHNSTREET

CONFIDENTIALITY FORM

Name of mini pupil:

Address:

I do agree that I will, at all times, both during and after my period of mini pupillage strictly observe clients' confidentiality and will not divulge or reveal the names of clients, or the nature and details of their cases, without due authorisation.

Signed:

Date: