



St John's
CHAMBERS

COVID-19

Hybrid Hearings & making Chambers Safe

The Guide



Our hybrid hearings allow for clients to come into Chambers, have face to face meetings and use our facilities, all at a safe distance.

This guide will tell you all you need to know before you book your hybrid hearing with us.

<https://www.stjohnschambers.co.uk/>

1. Hybrid Hearings
2. Chambers Arrival
3. The Clerks Room and Washrooms
4. Feedback
5. Client Information

Hybrid Hearings



The smaller meeting rooms have been changed to comply with social distancing measures. Each television can be hooked up to a laptop or your preferred device.



Our larger rooms have been set out to comply with social distancing measures. They are fully equipped to conduct Hybrid Hearings.

Our interactive screen can be used for Hybrid Hearings and is equipped with a high definition webcam for face to face communication. Webcams are also available for smaller rooms.



Chambers arrival



We ask that you keep one person to each lift. Hand sanitiser and paper towels are provided.

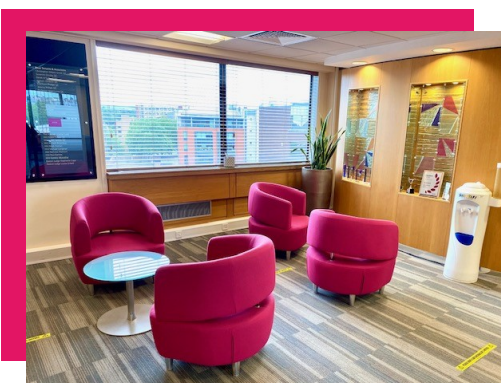


Before you enter reception, please sanitise your hands using the dispensers provided.

Every desk has been fitted with a protective screen, We ask you to use the distance measures on the floor, in order to keep a safe distance.

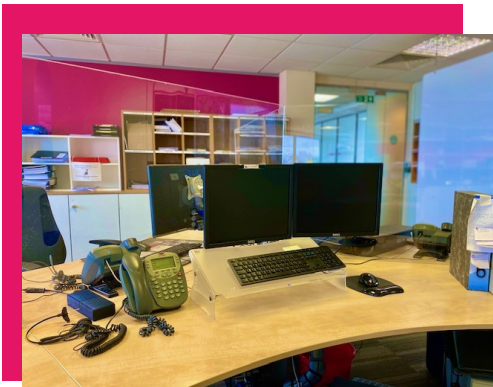


We have changed the layout of the reception waiting area to comply with the 2 metre restrictions.



The clerks room & washrooms

Each room has an antibacterial kit. They will be wiped down before and after each use. Gloves and masks are available for clients to use if they prefer.



Our clerks room has been fitted with protective screens. Each work station is cleaned everyday, and has a weekly deep clean.

We ask that no more than two people use the washrooms at any one time to comply with social distancing measures.



Feedback



"I have recently conducted a remote hearing where myself, my client and a witness attended chambers. There was plenty of room to observe social distancing and I was able to advise and support the client as we went along much in the same way I would in a physically attended court hearing. It also helped the client to have some assistance navigating the bundle. The connections to the remote court were straightforward and there are admin staff on hand to assist if needed. For many clients I think this sort of hybrid hearing can make it possible to proceed with a remote hearing where the alternative is lengthy and stressful delay waiting for a physically attended court listing. In my opinion the courts are likely to have an increasing expectation that hybrid hearings should be facilitated for clients"

Susan Hunter, Head of Chambers

"She was AMAZING! Such a lovely person....and the admin team was absolutely fantastic as well. They could not have been better, and I could not have wished for a better legal team".

"Despite the Appeal Hearing having to take place remotely , Mr White was un phased by having to use Skype for Business and quick to adapt to modern technology. "

"The logistics of 7 witnesses attending plus Counsel for both parties and a number of representatives were daunting....Thankfully there were no major technical issues and the trial was underway. A very helpful electronic bundle was a must as it was much easier to direct a witness to a page number on the pdf than trying to find the hard copy in the bundle...My first experience of a remote trial and it could not have gone more smoothly. "

"The client and the witness had access to the trial bundle electronically which worked well and counsel gave the witness and the insurance officer his mobile number and email so they had direct contact during the hearing which they very much appreciated as they could then feedback to counsel any comments during the evidence."

Client information



To all clients of St John's Chambers,

We are pleased to report that since the lockdown, the clerking teams and barristers have been working remotely. The clerking team are contactable between 8am and 6pm by phone, MS Teams or email. There has been a marked increase in email traffic and we appreciate that this is due to many clients working remotely. Our clerking teams will respond promptly, but please bear with us, and if your enquiry is urgent, direct dial or mobile numbers can be found here: [contact page](#)

We have continued to support and provide professional legal services from our office with a small number of critical support staff in attendance from 9am until 5pm. All staff are trained in social distancing measures on their return to the office, and we have installed protective screens for their own safety. Due to Health & Safety procedures under Covid-19, Chambers is no longer accepting hard copies of files, and we ask that all papers and documents are sent electronically to the designated clerking team. Papers for Counsel's attention must also be emailed to the relevant clerking team for logging and acknowledgement of receipt.

Meetings in Person and hybrid hearings must be pre-booked to ensure that we have sufficient space and compliance with social distancing measures. For personal safety, all attendees should bring their own refreshments.

Meetings / Hearings most conferences are now held by telephone, MS Teams, Zoom or Skype, and if you require assistance please contact the relevant clerk to organise: [contact page](#)

We are vigilant about the safety and cleanliness of Chambers, and with this in mind, we opened a second reception area, to ensure a safe environment from the front door through to the conference rooms. This service will ensure we safely achieve social distancing between Solicitors and Clients at all times.

We have installed 'anti-bac' units, social distancing signs and have masks and gloves available at reception. Each conference room has its own anti-bac gel and cleaning materials supplies, as well as a TV / screen with wifi and hardwired secure internet capability to support both Windows and Mac devices.

Payments All payments to Chambers should be made electronically where possible. If you need to speak to a member of the fees team on Fees@stjohnschambers.co.uk or call [contact page](#).

In conjunction with the marketing team, our barristers have been working hard to keep you informed with up-to-date changes in legislation and news articles (See website). To ensure that you receive the latest news, why not follow us on Twitter (@stjohnschambers) and LinkedIn (St. John's Chambers). In addition, you can also subscribe to our email service by contacting seminars@stjohnschambers.co.uk.

If you have any difficulties reaching anyone in chambers, or have any questions or concerns please do not hesitate to contact me directly.

Kind regards,

Derek Jenkins, CEO

DD 0117 923 4711

email: derek.jenkins@stjohnschambers.co.uk

<https://www.stjohnschambers.co.uk/>