

INDEX

A–Z	Page Number	Outcome / Rule / Guidance / Annex / Miscellaneous Reference Number
Academic Stage	149	rQ21–rQ26
Accepting instructions	38–40, 39–41	rC21–rC24, gC69–gC82
Access to premises	57	rC70
Administration and conduct of		
chambers	66-67, 67-68	rC89, gC133–gC136
self–employed practice	65, 66	rC87, gC132
of BSB authorised bodies	68–70, 70	rC91–rC97, gC138–gC139
Advertising		
misleading	37	gC57
pupillage	71, 155, 67, 70	oC29, rQ61, gC133, gC139
recruitment	76	gC142b)
referring work	30	gC31.3
Appearing in other jurisdictions	Go to “Foreign work”	
Approved training organisations	152	rQ39–rQ43
Associations with others	63	rC79–rC85
Authorisation to practise	94–96, 94	rS6–rS15, gS1
Authorised by other Approved Regulators	Go to “Scope of practice, authorisation and licensing rules”	
BARCO	59	rC74–rC75
Barrister as Client	45	rC30.7c
Bar Standards Board	9	I1–I4
Bar training rules (purpose of)	146, 146	oQ1, rQ3–rQ6
Behaving ethically	27, 27–31, 28– 31	oC6–oC9, rC8–rC14, gC14–gC34
BMIF	61–62	rC77–rC78
BSB authorised bodies		
scope of practice	101–102, 101– 102	rS27–rS30, gS5–gS8
scope of practice as a manager of a BSB authorised body or as an employed barrister	103	rS31–rS34
‘Cab–rank’ rule	44–45, 46	rC29–rC30, gC89–gC91A
Call to the Bar		

Call days and procedure	165	rQ118–rQ119
Requirements	165	rQ112–rQ117
Review and appeals	166	rQ120–rQ124
Ceasing to act	Go to “Returning instructions”	
Ceasing to practise	58	rC72
Chambers complaints handling	66-67	rC89.6
Chambers (rules pertaining to)	71, 71–79, 76– 78	oC26–oC29, rC99–rC118, gC140– gC152
Change to remuneration	43	gC87
Clashes of hearings (listing dates)	42	rC26.3a
Clerking and administrative fees	30	gC31.1
Client		
duties to	Go to “Duties”	
not misleading	36, 37	rC19, gC53–gC63
Client money	59, 59-61	rC73–rC75, gC103–gC112
Code of Conduct	19–89	
Application	21	rC1–rC2
Complaints Regulations	173–190	rE1–rE100
Complaints against barristers		
administrative fines and warnings	181–182	rE50–rE55
appeals	186	rE84–rE89
commencement	190	rE100
confidentiality	188	rE92–rE97
determination by consent	184–185	rE67–rE83
disciplinary charges	182–183	rE56–rE66
dismissal	181	rE43–rE45
interpretation of regulations	189	rE98–rE99
possible outcomes	181–183	rE43–rE66
reopening or reconsidering	187	rE90–rE91
Conduct Rules	23, 23–70, 24– 70	oC1–oC5, rC3–rC98, gC3–gC139
Confessions of guilt	23–24, 25	rC3, 4 & 6, gC9–gC10

Continuing Professional Development	Go to “CPD”	
Competent standard of work	33–34, 39	rC15, rC21.8
Complaints (client)	Go to “Information– (provision of) to clients” or “Costs (client)”	
Conducting litigation	110, 111, 110	rS47, rS49, gS12
Confidentiality (client)	22, 34	CD6, rC15.5
Contentions / unarguable points	27	rC9.2b
Core Duties	22, 22	CD1–CD10, gC1–gC2
Costs (client)	40, 41	rC22, gC81
Court		
abusing your role as advocate	25	gC8
disclosing confidential information	26	rC7.4
expressing personal opinions	26	rC7
misleading	23, 24, 24–25	rC3.1, rC6, gC3–gC13
wasting time	23	rC3.3
CPD (meaning of)	168–170, 168	rQ130–rQ137, gQ1
Cross–border	88–89	rC147–rC158
activities within the European Union and European Economic Area	88, 88–89, 88	oC35, rC146–rC158, gC156–gC157
co–operation among lawyers	89	rC151–rC152
correspondence between lawyers in different CCBE states	89	rC153–rC154
disputes amongst lawyers	89	rC156–rC158
fee sharing with non–lawyers	88	rC149–rC150
incompatible occupations	88	rC147–rC148
responsibility for fees	89	rC155
Data protection	67	gC134.2
Definitions	252–273	

Devilling	35, 37, 65	gC46, gC59, gC130
Disciplinary Tribunals Regulations 2014	191–215	rE101–rE261
absence of respondent	203	rE183–rE184
action to be taken by the Bar Council / Bar Standards Board	211	rE241–rE242
action to be taken by the Inn (in circumstances where a barrister has been sanctioned to be disbarred)	211	rE239–rE240
adjournment of the hearing	200	rE162–rE163
amendment and addition of charge(s) and / or application(s)	200	rE161
appeals	211	rE236–rE238
applications	194	rE127–rE128
applications for adjournment before the commencement of the hearing	199	rE154–rE155
application for a fresh hearing	203	rE185–rE187
appointment of Clerk(s)	197	rE136–rE138
citation and commencement	215	rE260–rE261
composition of disciplinary tribunals	197–198	rE139–rE150
costs	212	rE244–rE248
decisions of courts or tribunal	201	rE169–rE170
delegation	214	rE251–rE253
directions	192	rE106–rE107
agreement and non-agreement	192–193	rE110–rE113

agreement or endorsement of by a Directions Judge	193-194	rE114-rE126
extent of powers to order	195	rE129
documents to be served on the respondent	191	rE103-rE105
evidence	200-201	rE166-rE168
exclusion from providing representation funded by the Legal Aid Agency-application for termination	214	rE254-rE258
finding	204	rE199-rE202
hearing in public	199	rE156
interpretation	214	rE259
joinder	199	rE158-rE160
no reply from respondent	192	rE108-rE109
order of proceedings at a hearing	203-204	rE188-rE198
provision of documents to the Disciplinary Tribunal	198	rE151-rE153
publication of finding, sanction and report of the Disciplinary Tribunal	212	rE243-rE243A
recording of proceedings	199	rE157
regulations	191-215	rE101-rE261
report of finding and sanction	210	rE235
rules of natural justice	200	rE165
sanction	204	rE203-rE219
sanction of suspension from practice or from authorisation or	207	rE220-rE224

licensing or imposition of conditions		
sentencing powers:	216-220	
Annex 1– barristers	216	
Annex 2–BSB legal services bodies	217	
Annex 3– licensed bodies	218	
Annex 4– registered European lawyers	219	
Annex 5–all other BSB regulated persons	220	
Annex 6– standard directions	221	
service of charges and/or applications	191	rE102
service of documents	213	rE249-rE250
setting the date, appointing a tribunal and issuing a convening order	195–196	rE130–rE135
standard of proof	200	rE164
suspension/withdrawal of practising rights pending the hearing of any appeal	209	rE225-rE233
vulnerable witnesses	202-203	rE176-rE182
witness evidence at the Disciplinary Tribunal	201	rE171-rE175
wording the sanction when respondent not present	210	rE234

Disclosure (in court) of confidential information	Go to “Court”	
Discrimination	31, 44	rC12, rC28
Diversity data (collection and publication of)	75, 76, 76, 77-78	rC110.q–rC110.t, rC111–rC112, gC140–gC141, gC150–gC153
Diversity Data Officer		
appointment of	75, 76, 77-78	rC110.n–rC110.o, gC140–gC141, gC150–gC153
responsibilities of	75, 76, 77-78	rC110.p, gC140–gC141, gC150–gC153
Document management	Go to “record keeping”	
Dual capacity (protocol)	97, 115	rS18, rS70
Dual qualification	108	rS43
Duties to:		
Bar Standards Board	53, 53–58, 53–57	oC21–oC23, rC64–rC72, gC92–gC102
clients	23, 33–36, 34–37	rC4, rC15–rC19, gC36–gC63
court	23–24	rC3–rC6
of authorised (non–BSB) individuals, of BSB authorised bodies and BSB regulated managers	68–70, 70	rC91–rC95, gC138–gC139
Enforcement regulations	173–251, 225	rE1–rE357, gE1–2
Entertaining clients	27, 28	rC8–rC9, gC20
Entities		
Application decision process	125	rS95–rS98
Application for a litigation extension	123, 123	rS88–rS90, gS15–gS16
Application process	124, 124	rS91–rS94, gS17–gS19
Application to be authorised or licensed as a BSB authorised body	123, 123	rS88, gS15
Applications for authorisation or the grant of a licence	126, 126	rS99–rS101, gS20

Applications for review	137–138	rS118–rS127
Approval applications for any new HOLPs, HOFAs, owners and/or managers	127	rS103
Duration of the authorisation/licence granted	134	rS115
Eligibility for authorisation to practise as a BSB authorised Body	120–122, 122	rS82–rS87, gS13–gS14
Modification of an authorisation/licence	135	rS116
Non–compliance with the mandatory conditions	140, 140–141	rS130, gS22–gS24
Notification of the authorisation decision	131	rS111
Register	139	rS128–rS129
Revocation or suspension of an authorisation/licence	136	rS117
Suitability criteria in respect of HOLPs, HOFAs, owners and managers	128–130	rS104–rS110
Temporary emergency approvals for HOLPs and HOFAs	142	rS131–rS133
Terms of authorisation	132–133	rS112–rS114
Employed barristers	105	rS38–rS39
Equality and diversity	73–76, 76–78	rC110–rC112, gC140–gC153
Data	Go to “Diversity Data Officer”	
Equality and Diversity Officer	73, 76, 77-78	rC110.a, gC140–gC141, gC151–gC153
Equality monitoring	73, 76, 77, 77-78	rC110.e–rC110.h, gC140–gC141, gC145–gC146, gC150–gC153

Fair access to work	74, 76, 77-78	rC110.i, gC140–gC141, gC150–gC153
Fair and objective criteria	73, 76, 77, 77-78	rC110.d, gC140–gC141, gC144, gC151–gC153
Flexible working	74, 76, 77-78	rC110.l, gC140–gC141, gC151–gC153
Harassment	74, 76, 77-78	rC110.j, gC140–gC141, gC151–gC153
Parental leave	74, 76, 77, 77-78	rC110.k, gC140–gC141, gC148, gC150–gC152
Reasonable adjustments policy	75, 76, 77-78	rC110.m, gC140–gC141, gC151–gC153
Exemptions from training requirements		
Applications	159	rQ83–rQ85
Full exemption	160	rQ86–rQ89
Partial exemption	161	rQ96–rQ97
Registered European Lawyers	160–161	rQ90–rQ95
Temporary call to the Bar of Qualified Foreign Lawyers	161–162	rQ98–rQ100
Expenses	30, 30	rC10, gC31.3
Experience (necessary)	39	rC21.8
Fees		
basis of	27, 30, 40, 45, 46, 60	rC9.7, rC10, rC22, rC30.8, gC90, gC107
fixed	60	gC107
records of	66, 69	rC88, rC94.8
referral	Go to “Referral fees”	
staged payments	60	gC107
Fee sharing with non-lawyers	88	rC149–rC150
Fitness to Practise Regulations	237-247	rE299–rE351
appeals before an Appeal Panel	243	rE328–rE330

commencement and application	237	rE299–rE300
constitution of panels	238	rE302
decisions of a Fitness to Practise Panel	241-242	rE319–rE323
decisions of an Appeal Panel	244	rE331–rE334
definitions	237	rE301
directions	239-240	rE310
full hearings before a Fitness to Practise Panel	241	rE318
interim restrictions	240-241	rE313-rE317
medical examinations	240	rE311-rE312
notice and publication of decisions	246	rE347-rE348
postponement, adjournment and cancellation	246	rE342–rE346
preliminary hearings	239	rE309
procedure before a panel	245-246	rE335-rE341
referral to a Fitness to Practise Panel	239	rE303-rE308
review of decisions made by a Fitness to Practise Panel	243	rE324-rE327
Schedule 1: constitution of Fitness to Practise and Appeal Panels	248-249	
service of documents	246-247	rE349-rE351
Foreign lawyers	95	rS13
Foreign work	31	rC13–rC14
Fraud–pleading	27	rC9.2c
Gifts	28	gC18–gC19
Handbook		

amendments	13	r11–r14
application of	15–16	r17–r111
structure of	13–15	r11–r17
Heads of Chambers	73–75, 76	rC110, gC141
Heads of Finance Administration (HOFA)	70	rC98
Heads of Legal Practice (HOLP)	70	rC98
Holding out	94, 37	rS9, gC62
Honesty, integrity and independence	22, 27	CD3–CD4, rC8–rC9
Illness/injury	42	rC26.3b
Incompatible occupations	200	rE147–rE148
Independence	Go to “Honesty, integrity and independence”	
Inducements	30	gC31.3
Information–(provision of) to clients	71–72	rC99–rC103
response to complaints	72	rC104–rC105
Inns of Court		
admissions to	147–148	rQ7–rQ20
application procedure	147	rQ12
certificates of good character	147–148	rQ13
decision to admit or refuse admission	148	rQ14–rQ20
eligibility for admission	147	rQ7–rQ11
Inns of Court Conduct Committee	167	rQ125–rQ127
Other powers of Inns of Court Conduct Committee	167	rQ128–rQ129
Instructions (defining terms or basis on which they are accepted)	40, 41	rC22–rC24, gC75–gC82
Insurance	61–62, 62	rC76–rC78, gC114
Integrity	Go to “Honesty, integrity and independence”	
Interim Suspension and Disqualification Regulations	222–235	rE262–rE298
appeals	230	rE284–rE289

application	222, 225	rE262–rE264, gE1–gE2
commencement	235	rE298
composition of panels	223–224, 225	rE265–rE267, gE1–gE2
costs	231	rE291
interpretation	234	rE297
procedure after referral to Interim Panel and any decision to impose immediate interim suspension or disqualification	225–226	rE273–rE275
procedure and powers of interim panels	226–229	rE276–rE278
referral to interim panel	224–225, 225	rE268–rE272, gE1–gE2
report and publication of decisions	231–232	rE292–rE294
review	229–230	rE279–rE283
service of documents	232–233	rE295–rE296
suspension or disqualification ceasing to have effect	231	rE290
Interventions and Divestiture	250–251	
Improperly obtained documentation	42, 43	rC26.6, gC83
Jury service	42	rC26.3c
Lecturing	Go to “Legal services (provision of)”	
Legal Advice Centres	107	rS41–rS42
Legal Aid	42	rC25
Legal Ombudsman (co-operation with)	58	rC71
Legal services (supply of)	100	rS24
LeO	Go to “Legal Ombudsman”	
Lending money	27, 28	rC8, gC18.2
Licensed Access rules	83–84	rC132–rC141
Litigants in person	24	gC5
Litigation extension		
amendment and revocation	115–116	rS69–rS74

application	111	rS48–rS53
application for review of decision	117	rS75–rS77
eligibility for	109–110, 110	rS44–rS47, gS12
fees	112	rS54–rS56
issue of	113–114	rS57–rS68
Managers		
of authorised (non–BSB) bodies	104	rS35–rS37
entities	70	rC98
Media comment	29	gC22
Minimum terms	61, 62	rC76, gC114
Misleading		
clients (including potential)	36, 37	rC19, gC53–gC63
court	23, 24–25	rC3, gC3–gC13
Money laundering	35	gC43
Noting brief	95	rS11
Outsourcing	64–65, 30	rC86, gC31.1
Payment not received	Go to “Returning instructions”	
PCC		
investigation of complaints	179	rE34–rE35
powers and functions	173–174	rE1–rE10
procedure for dealing with complaints	179–180	rE34–rE42
procedure when dealing with complaints from persons other than Bar Standards Board	175–178	rE11–rE33
reference to any other person	177	rE28
reference to BSB authorised bodies	175–176	rE17–rE22
reference to chambers	175–176	rE17–rE22

reference to Legal Ombudsman	175	rE13–rE16
reference to Lord Chancellor or appropriate body	177	rE26
reference where BSB regulated individual acting in judicial or quasi-judicial capacity	176-177	rE23–rE25
reference to any other person	177	rE28
reference to the supervision team	177	rE27
Personal responsibility	38	rC20
Police station work	34, 46	gC39, gC89
Practising certificates		
amendment and revocation	115–116	rS69–rS74
application for	111	rS48–rS53
application for review of decision	117	rS75–rS77
eligibility for	109–110, 110	rS44–rS47, gS12
fees	112	rS54–rS56
issue of	113–114	rS57–rS68
Previous convictions	25	gC12
Proceeds of Crime Act (POCA)	Go to “Money laundering”	
ProcureCo	37, 59, 63, 77	gC55, gC103, gC119, gC147
Professional client as lay client	45	rC30.7c
Professional Conduct Committee	Go to “PCC”	
Professional embarrassment	38–39	rC21
Professional Stage (pupillage)	151–157	rQ30–rQ74
Provision of information to Bar Standards Board	53, 53–54	rC64, gC93
Public Access rules	80–82	rC119–rC131
collecting evidence	82	rC131.4
Pupil supervisor		
acting as	152	rQ44
	153	rQ50

application procedure to become	152	rQ39–rQ43
registration as	154	rQ56–rQ59
complaints about	154	rQ54–rQ59
duties of	153–154	rQ52–rQ53
removal from the register of	153	rQ51
training of		
Pupillage	151–157	rQ33–rQ74
advertising	155, 37	rQ61, gC57
external training	154–155	rQ60
funding	78-79	rC113–rC116
funding application	79	rC117–rC118
holding out (prohibition of)	37	gC62
registration of	155–156	rQ62–rQ67
QASA	47–52	rC31–63
appeals	51	rC59
applications for variation	50	rC52–rC53
barristers not undertaking trials	48	rC41.9–rC41.11
barristers who took silk between 2010 and 2013	48	rC41.12
commencement and transitional arrangements	51–52	rC60–rC63
full accreditation	47	rC35
general provisions relating to applications for registration, progression or re-accreditation	47–48	rC36–rC40
lapse of accreditation	50	rC48–rC51
level 1	48	rC41.1

levels 2 to 4	48	rC41.2–rC41.8
levels 3 and 4–stage 1	49	rC42.6–rC42.8
levels 3 and 4–stage 2	49	rC42.9–rC42.13
managing underperformance	50-51	rC54–rC58
progression	49	rC42
progression to QASA level 2	49	rC42.6–rC42.8
progression to QASA level 3 and 4	49	rC42.9–rC42.13
provisional accreditation	47	rC34
re-accreditation	49-50	rC43–rC47
registration for	48	rC41
registration of barristers currently undertaking criminal advocacy	51–52	rC61–rC63
scope of	47	rC31–rC33
Qualification certificates	156–157	rQ68–rQ74
Qualification Rules	146, 145–170, 168	oQ1, rQ1–rQ138, gQ1
Application of	145	rQ1–rQ2
bar training rules	146, 146–167	oQ1, rQ3–rQ129
CPD Rules	168–170, 168	rQ130–rQ137, gQ1
Qualified persons	80, 97–98, 110	rC121, rS20–rS22, rS47
supply of legal services to the public	98	rS22.1
the exercise of a right of audience	98–99	rS22.2
the exercise of a right to conduct litigation	99	rS22.3
Qualifying sessions	158	rQ75–rQ78
Queen’s Counsel	45	rC30.4
Record keeping	65, 72, 66	rC87.2, rC106–rC109, gC132
Referral fees	30, 63, 63, 30	rC10, rC81.2, rC82.3, gC29–gC32
Registered European lawyers	85	rC142–rC143

registration	118–119	rS78–rS81
Regulated persons (rules applying to particular groups of)	71–88, 71–89, 76–88	oC26–oC35, rC99–rC158, gC140–gC157
Regulator	Go to “The Bar Standards Board” or “Duties”	
Rehabilitation of Offenders Act 1974	129, 129, 55, 131	rS110.3, rS110.13, gC94.1, gS21.1
Report (duty to) certain matters to the Bar Standards Board	54, 129–130, 131, 55	rC65, rS110, gS21.1, gC94
Reporting serious misconduct		
by others	55, 55–57	rC66–rC69, gC95–gC102
by self	54	rC65.7
Reserved legal activities (provision of)	97–98, 99	rS16–rS22, gS2
Returning instructions	42, 43	rC25–rC26, gC83–gC87
Rights of audience	97, 114	rS20.1, rS63
Scope of practice, authorisation and licensing rules	94–142	rS6–rS133
authorised by other approved regulators	108	rS43
barrister called to undertake a particular case	106	rS40
employed barrister (non–authorised body)	105	rS38–rS39
manager of authorised (non–BSB) body	104	rS35–rS37
Self–employed barrister	100, 100	rS23–rS26, gS3–gS4
Self–employed barrister regulations	71, 71–79, 76–78	oC26–oC29, rC99–rC118, gC140–gC153
Standard terms	40, 41	rC22, gC75–gC76
Students (conduct of)	163–164	rQ101–rQ111
Temporary membership	106, 162	rS40, rQ99
Training	Go to “Equality and diversity”	
Trustee (being a)	Go to “Legal services (supply of)”	
Undertakings	31, 31	rC11, gC33
Unregistered barristers	86, 41	rC144, gC80
Vocational Stage	150	rQ27–rQ29
Waivers	14	rI5–rI6
Withdrawal from case	Go to “Returning instructions”	

Witness(es)		
allegations against	27	rC9.3–rC9.6
being a witness	26	rC7.2
drafting statements	Go to “Legal services (supply of)”	
You and the court	23, 23–26, 24–25	oC1–oC5, rC3–rC7, gC3–gC13
You and your client	33, 33–52, 34–46	oC10–oC20, rC15–rC63, gC36–gC91A
You and your practice	59, 59–70, 59–70	oC24–oC25, rC73–rC98, gC103–gC139
You and your regulator	53, 53–58, 53–57	oC21–oC23, rC64–rC72, gC92–gC102